(Note:—Bulletin No. 5 was the last issued in 1926)

COMMONWEALTH OF PENNSYLVANIA,
THE ADJUTANT GENERAL'S OFFICE,
Harrisburg, Pa., *March 28, 1927.*

Bulletin
No. 1.

1. The following communication of the Militia Bureau, which was circularized February 23, 1927, to all unit commanders, is published for the information and guidance of all concerned:

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

February 9, 1927.

Subject: Limitation on Number of Armory Drills during Fiscal Year 1927.

To: The Adjutant General of Pennsylvania, (Through the Commanding General, Third Corps Area).

1. The Secretary of War directs you be informed that in addition to the thirty-six (36) drills which were authorized in our letter of May 28, 1926, for the first three Quarters of the Fiscal Year 1927, authority is hereby given to hold such additional drills during the Fourth Quarter, Fiscal Year 1927, as will bring the total during the Fiscal Year 1927 to forty-eight (48) drills.

2. The maximum number of forty-eight (48) drills hereby authorized for the Fiscal Year 1927, cannot be exceeded in any case.

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

(NOTE:—These instructions will not prevent National Guard units holding more than 48 drills during the fiscal year ending June 30, 1927, but Federal pay will only be allowed for a total of 48 drills during the same fiscal year.—*Adj. Gen. of Penna.)*

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2. The following communication of the Militia Bureau, relative to care of public property and disbursement of public funds, is published for the information of accountable and responsible officers of the Pennsylvania National Guard:

WAR DEPARTMENT
Militia Bureau
Washington, D. C.

January 26, 1927.

Subject: Care of Public Property and Disbursement of Public Funds.

To: The Adjutant General of Pennsylvania.

1. On page 48, Report of the Chief of Militia Bureau for the Fiscal Year ended June 30, 1926, attention was directed to the large number of Reports of Survey and Inventory and Inspection reports received and acted upon in the Militia Bureau, during the period covered by the report. It was stated therein that Reports of Survey, Inventory and Inspection Reports covering Federal property issued to the National Guard, which had been lost, de-

stroyed, stolen, or rendered unserviceable by fair wear and tear in the service, had a total value of $3,823,367.70. Appendix N of the Report shows by States the principal items lost or stolen and dropped on Reports of Survey during the Fiscal Year 1926. Appendix O shows by States the value of the property dropped by Reports of Survey and Inventory and Inspection Reports during the Fiscal Year 1926, and the value of the Federal property in the hands of the National Guard. A careful study of the data contained in Appendices N and O above referred to, undoubtedly sustains the opinion frequently expressed in reports from various sources, that one of the weak points of the National Guard is the lack of care in handling public property.

2. The information outlined above was placed in the Report of the Chief, Militia Bureau, in the hopes that the situation would be brought to the attention of responsible officers of the National Guard in the various States, with a view to improving the situation in this important matter. I am happy to say that several States have already initiated action which will undoubtedly have the effect of correcting some of the deficiencies which have existed in the care and preservation of public property in the hands of the National Guard and I hope that other States which have not taken this action will do so at the very earliest practicable date.

3. During the past year a comparatively large number of irregularities in the disbursement and expenditure of public funds have been brought to the attention of the Militia Bureau through investigations conducted by the Department of Justice and by the Inspector General's Department of the Army. These irregularities have involved the payment for attendance at armory drill, the payment of caretakers and the sale of public property. In some cases the State authorities concerned have initiated suitable disciplinary action; in others, indictments have been obtained and cases have been prosecuted in the courts. In the recent debate in the House of Representatives on the War Department Appropriations Bill, with special reference to items pertaining to the National Guard, the charge was made on the floor of the House of Representatives that there was wholesale padding of pay rolls and fraudulent payments to enlisted men as caretakers. While such accusations were properly answered at the time, the number of irregularities brought to light during the past fiscal year is undoubtedly responsible for the impression in certain quarters that there is laxity in handling of public funds in the National Guard. Of course I cannot condone such irregularities nor can I intervene to protect individuals. At the same time I am very much concerned lest these continued irregularities shall have the effect of bringing the good name of the National Guard into disrepute and cause a loss of the public confidence. In my opinion, these are matters of primary importance to all officers of the National Guard and particularly to those in positions of responsibility.

4. The primary purpose of this letter is to bring these matters to your attention and to suggest that you insist that all officers charged with responsibility for public property in the hands of the National Guard, for the preparation of pay rolls, for disbursement and expenditure of public funds, and for delivery of pay checks, must exercise the greatest care and do all in their power to prevent the loss of public property, irregular disbursements and expenditures.

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

3. The following changes as to Standard Nomenclature Lists are published for the information of Commanding Officers of Artillery units, as well as other interested officers:

S. N. L. No. G-3
C-1.

Changes No. 1.

ORDNANCE DEPARTMENT
Washington

February 8, 1927.

Standard Nomenclature List No. G-3.
TRACTOR, ARTILLERY, 10-TON, M1917.

S. N. L. No. G-3, dated May 15, 1924, is changed as follows:

Page 6:

The manufacturer's part number of the 12th item changed to "17088".

Page 7:

The following is inserted as the 3rd item:
X 15 31 BODY, carburetor flusher, assembly (1) .15P.
(Composed of:
*one 37 carburetor flusher BODY
*one 714 carburetor flusher SPRING
*one 705 carburetor flusher STEM)

Page 16:

The price of the 3rd item is changed to ".33P".

Page 18:

The price of the assembly is changed to "$15.64P".
The following is added as the 7th item:
one—carburetor flusher BODY, assembly.
The 9th and 10th items, part numbers 714 and 705 are eliminated.

Page 27:

The price of the 6th item is changed to ".68P".

Page 29:

The prices of the 3rd and 4th items are changed to ".56P" and ".96P", respectively.
The following is added as the 10th item:
X ..... PM23A CUSHION, seat 2 8.35P.

Page 34:

The identification number of the 9th item is changed to "19".

Page 37:

The 4th item is changed as follows:
"GASMET, carburetor fuel cup body (upper) (vellumoid, 4½" O. D., 4¼ I. D. thickness .02").

Page 45:

Under the 1st assembly the 4th and 5th items are eliminated.

Page 49:

The following is inserted as the 7th item:
X 73 12 WK-73 MAGNET, magneto 4 $3.00P.

Page 51:
The first item is eliminated.

Page 59:
The price of the 20th item is changed to ".10P".

Page 61:
The 18th item is changed, in part, as follows:
PACKING, coupling bearing (medium felt, $\frac{3}{8}$" x11").
The 21st item is changed, in part, as follows:
PACKING, steering clutch (medium felt, $\frac{3}{8}$" x 1" x 12").

Page 70:
The note symbol "(c)" is eliminated from the 1st and 2nd items.

Page 73:
The "POST, carburetor, assembly" is changed as follows:
The identification number is changed to "17".
The price is changed to ".55".
The first item, part number 37, is eliminated.

Page 78:
Under the first assembly the following is added as the 3rd and 4th items:
three HM153A steering clutch retainer DOWEL
nine HM151D steering clutch (spring) STUD

Page 79:
The plate number of the 1st item is changed to "13".

Page 81:
Under the first assembly the quantity of the 4th item is changed to "one".

Page 83:
The 12th and 14th items are eliminated.
The following are inserted as the 19th and 21st items:
(sh) R ..... SCREW, cap, U. S. Std., hexagon head, 16.03P
$\frac{1}{4}$" x $\frac{1}{2}$" (For steering clutch dust guard)
(sh) R ..... SCREW, cap, U. S. Std., hexagon head, 5.04P
$\frac{1}{4}$" x $1\frac{1}{2}$" (For cam shaft oil retainer)

Page 84:
The quantity of the 11th item is changed to "18" and the following added:
"brake shaft outer bearing (2)".

Page 86:
The 6th item is eliminated.

Page 97:
The prices of the 3rd and 4th items are changed to ".15P" and ".19P", respectively.

Page 115:
The note symbol "(c)" is added to the 1st assembly.

Page 118:
The 9th item is eliminated.
The quantity of the 10th item is changed to "32" and the following added:
"timing gear case cap (1); crank shaft washer retainer cap screw (1); cam shaft felt retainer cap screw (1)."
The quantity of the 12th item is changed to "45" and the following added: "magneto shaft (1)".

Page 119:
The 16th item is eliminated.

Page 120:
The 10th item is eliminated.

Page 123:
The price of the 6th and 7th items are both changed to ".01P".

Page 124:
The word "motor" is changed to "armor" in the continued heading.

Page 127:
The price of the 1st assembly is changed to "7.66".
Under the 2nd assembly, the Pc. Mk. of the 1st item is changed to "B6496F".

Page 128:
The price of the last assembly is changed to "3.24".

Page 129:
The prices of the 4th, 5th and 6th items are changed to ".01P".

Page 134:
The note symbol "(c)" is eliminated from the 2nd item and "(mh)" is added.

Page 145:
The word "hexagon" is eliminated from the 1st item.

Page 152:
The sixth item is eliminated.
The 26th item is changed in part, as follows:
"Lantern, Artillery, Ml".

Page 161:
The note symbol "R" is eliminated from the 4th item and "X" is added.
The price of the 4th item is changed to ".86".

Page 162:
The word "flathead" is added to the 10th item.
The Addendum to S. N. L. No. G-3, is changed as follows:

Page 1:
The 18th, 20th, 22nd and 24th items are eliminated.

Page VI:
The 14th, 15th, 16th, 40th, 41st and 42nd items are eliminated.

C. C. WILLIAMS,
Major General,
Chief of Ordnance.

S. N. L. No. A-7
C-1.

CHANGES No. 1

ORDNANCE DEPARTMENT,

Washington, February 16, 1927.

Standard Nomenclature List No. A-7

37-MM GUN AND CARRIAGE, M1916

S. N. L. No. A-7, dated June 30, 1924, and Addendum thereto is changed as follows:

The words "BLOCK, breech", "breech-block", "breech-BLOCK", "BOLT, eye", "eye-bolt", "eye-BOLT", "WHEEL, hand", "hand-wheel", and "hand-WHEEL" are changed to "BREECHBLOCK or breechblock", "EYEBOLT or eyebolt" and "HANDWHEEL or handwheel" respectively.

Page 1:

Under "Contents" the following is inserted as the 6th item:

Fire Control Equipment 34

Page 2:

The last item is eliminated and the following inserted:

four { 31H safety bolt bracket SCREW, 75-mm pitch
or
31G safety bolt bracket SCREW, 90-mm pitch

Page 3:

Under "BREECHBLOCK, assembly" the thirteenth item is eliminated and the following inserted:

two { 28X extractor cam SCREW, 75-mm pitch
or
28U extractor cam SCREW, 90-mm pitch

Under the same assembly the nineteenth item is eliminated and the following inserted:

one { 27M rocker pin latch SCREW, 75-mm pitch
or
27K rocker pin latch SCREW, 90-mm pitch

Page 5:

Under "RING, breech, assembly" the last item is eliminated and the following inserted:

four { 31H safety bolt bracket SCREW, 75-mm pitch
or
31G safety bolt bracket SCREW, 90-mm pitch

Add "90-mm pitch" to the eighteenth item.

Insert as the eighteenth item the following:

(m) (gt)X 20 3 28X SCREW, extractor cam, 75-mm pitch 2 .05P.

Add "90-mm pitch" to the twenty-sixth item and insert as the twenty-sixth item the following:

(m) (gt)X 17 3 27M SCREW, rocker pin latch, 75-mm pitch 1 .03P.

Add "90-mm pitch" to the twenty-seventh item:

Insert as the twenty-seventh item the following:

(m) (gt)X 43 3 31H SCREW, safety bolt bracket, 75-mm pitch 4 .05P.

Page 6:

The Pc. Mk. of the 22nd item is eliminated and the word "assembly" added.

Page 7:

The ninth item is eliminated and the following inserted:

X ..... EYEBOLT, axle stay clamp, assembly (2) .73P.
(Composed of:
315 4 * one 36E axle stay clamp EYEBOLT (2)
one 36F axle stay clamp eyebolt locking SCREW)

The ten items of "EYEBOLT, etc.," are transferred to their proper alphabetical order on page 12.

Page 8:

The Pc. Mk. of the second item under "BRACE, trail, assembly" is changed from 29E to 29H.

Page 9:

The Pc. Mks. of the first items of the last two assemblies are changed from "26D" to "26C".

Page 10:

The Pc. Mks. of the first items of the first two assemblies are changed from "26C" to "26D".

Page 11:

Under the first and second assemblies the third item is changed as follows:

315 4 * one 36E axle stay clamp EYEBOLT (2)

Page 12:

The price of the 5th item is changed from "4.75P" to "1.03P".

Page 13:

The third item is eliminated and the following inserted:

..... HOUSING, traversing screw nut, assembly (1) 4.43P (Composed of:
251 7 * one 27D traversing screw nut HOUSING (1)
two 27E traversing screw nut housing PLATE
two 27G traversing screw nut housing plate SCREW
two 27F traversing screw nut housing plate screw locking SCREW)

Page 16:

The note symbol * is added to the "NUT, traversing screw, assembly" as well as the first and fourth components thereof.

Page 17:

The following is inserted as the eighth item:

(c) X ..... B10K PIN, axle outer washer 4. 01.

Under the "PIN, front leg, with chain, assembly" the quantity of the first two items is changed from "two" to "one".

Page 21:

The quantity of the tenth item is changed from "86" to "78" and the reference "Traversing screw journal box (4)" is eliminated.

The following is inserted as the last item:

(sh)R ..... RIVET, countersunk head, 13/64" x 1/2" (For traversing screw journal box (4)) 8 .01P.

Page 24:

Under the "TRAIL, left, assembly" the third item is changed as follows:

315 4 * one 36E axle stay clamp EYEBOLT (2)

Page 25:

Under "TRAIL, left, assembly" the quantity next to the last item is changed from "forty" to "thirty-six" and the following added as the last item thereunder:

four—RIVET, countersunk head, 13/64" x 1/2"

Under the "TRAIL, right, assembly" the third item is changed as follows:

315 4 * one 36E axle stay clamp EYEBOLT (2)

Page 26:

The Pc. Mk. of the 18th item is changed to "28D".

Page 27:

Under "TRAIL, right, assembly" the quantity of the fourth item from the end is changed from "forty-six" to "forty-two" and the following added as the last item:

four—RIVET, countersunk head, 13/64" x 1/2"

Under the "TRIPOD, assembly" the fourth item is changed as follows:

315 4 * two 36E axle stay clamp EYEBOLT (2)

Page 29:

The second item from the end is eliminated and the following inserted:

250 6 * one 25A traversing HANDWHEEL (1)

Page 30:

The Pc. Mks. of the fourth and fifth items from the end are reversed.

The ninth item from the end is eliminated and the following inserted:

251 7 * one 27D traversing screw nut HOUSING (1)

Page 31:

Under "TRIPOD, assembly" the quantity of the seventh item of rivet is changed from "eighty-six" to "seventy-eight" and the following inserted as the third item from the end:

eight—RIVET, countersunk head, 13/64" x 1/2"

The last item is eliminated and the following inserted:

(c)X ..... WASHER, axle, outer, assembly (2) .22
(Composed of:
two BK10K axle outer washer PIN
129 8 * one BK10C axle washer BODY, outer (2))

Page 32:

The last two items under parts are eliminated and the following inserted on page 13 in their proper alphabetical order:

X 232 7 25C HANDWHEEL, elevating (aluminum) 1
1.80P.
..... HANDWHEEL, traversing, assembly (1)
10.45P.
(Composed of:
250 6 * one 25A traversing HANDWHEEL (1)
one 25M traversing handwheel locking SCREW
one 25B traversing screw NUT)

Under "Spare Parts" add "90-mm pitch" to the eleventh item.
Insert as the eleventh item the following:
X1 SCREW, rocker pin latch, 75-mm pitch
The price of the set of spare parts is changed from "71.77P" to "71.80P".

Page 33:
The price of the set of spare parts for the 37-mm gun carriage, M1916 is changed from "19.54P" to "15.08P".
Under "Spare Parts" the word "assembly" is added to the nineteenth item.
The size of the "screwdriver" under "ROLL, tool, M1916, etc. is changed from "8" to 6¾"."

Page 34:
Under "ACCESSORIES" the Pc. Mk. of the third item is changed to "B12349A" and the over all size from "8" to 6¾"."
Immediately preceding "Sighting Equipment" the following is inserted:

FIRE CONTROL EQUIPMENT

(1) ..... TABLE, fire control, 3-B-2, abridged for 3" Trench Mortar, Mk. I (Stokes) and 37-mm Gun, M1916 (1) .14P.

Under "Sighting Equipment" the second and third items are rescinded and the following inserted:
(fc) ..... SIGHT, quadrant, M1916 for 37-mm Gun, M1916, complete (1) 85.00P.
(Composed of:
38-10-53 1 CASE, carrying, quadrant sight, M1916
15-15W 1 SIGHT, quadrant, M1916 for 37-mm gun, M1916)
(fc) ..... SIGHT, telescopic, M1916 for 37-mm gun, M1916, complete (1) 110.00P.
(Composed of:
38-10-80 1 CASE, carrying, telescopic sight, M1916
15-2A36 1 SIGHT, telescopic, M1916 for 37-mm gun, M1916)
Under "Articles for Instructional Purposes" the drawing No. "63-41-1" is added to the first item. The price of the second item is eliminated and replaced by the note symbol (pr).

Page 39:
Under "Ammunition" both items are eliminated and the following inserted:
S&M (a) ..... 73-2-57 FUSE, base detonating, Mk. IV (aa) (pr.)
S (a) ..... 73-2-42 FUSE, base percussion, Mk. I (aa) (pr)
S&M (a) ..... 75-2-179 SHELL, H. E., Mk. II, fixed, (aa) (pr.) B. D. (rds.)
S (a) ..... 75-2-166 SHELL, L. E., Mk. I, fixed, (aa) (pr.) B. P. (rds.)
Under "notes" the following are added:
S Ammunition preceded by letter S is in storage for issue but manufacture will be discontinued.
S&M Ammunition preceded by letters S&M is in storage for issue and manufacture will be continued.

Page 40:
The last sentence in the (a) note is eliminated.
Page 41:
The following notes are inserted in their regular alphabetical order:

(1) This item is issued to Infantry Howitzer Companies at the rate of ten (10) per platoon.

(m) Items shown as 75-mm pitch are for guns of American manufacture while the items shown as 90-mm pitch are for guns of French manufacture and also future manufacture. Where applicable both pitches are included in both spare part and basic spare part sets.

(pr.) Due to frequent variations in standard list prices of ammunition, prices have been omitted herefrom. For prices for the ammunition listed herein see S. N. L. No. R-1 and R-6. For reimbursement prices see Ordnance Field Service Bulletin No. 3, Sec. 1.

Addendum

Page 1:
Add "90-mm pitch" to the twenty-first item,
Insert as the twenty-first item the following:
27M SCREW, rocker pin latch, 75-mm pitch 4.01.
Under "carriage" the fourth item is eliminated.

Page 2:
In the second item a comma (,) is inserted between the words "cross" and "piston".
The fourth item is eliminated and the following inserted:
....HOUSING, traversing screw nut, assembly (2) .49.
The fifth item "HUB, assembly, etc." is eliminated.
The eighteenth item is eliminated.
The item "PIN, linch, assembly" is eliminated.
The size of the rivet in the forty-third item is changed from "5/32" x 5/8" to 5/32" x 5/10"."

Page 3:
The "$" mark is eliminated from the weight of the third item.
Under "Carriage" the twentieth item is eliminated.
Under "Carriage" the twenty-third item is eliminated.
The last two items under "Carriage" are eliminated and the following inserted on page 2 of Addendum in their proper alphabetical order:
25C HANDWHEEL, elevating, (Aluminum) 15 .33.
....HANDWHEEL, traversing. assembly 5 .49.
Under "Sighting Equipment" the second and third items are rescinded and the following inserted:
SIGHT, quadrant, M1916 for 37-mm gun, M1916, complete (1) 1.79.
(Composed of:
38-10-53 1 CASE, carrying, quadrant sight, M1916
15-15W 1 SIGHT, quadrant, M1916 for 37-mm gun, M1916)
SIGHT, telescopic, M1916 for 37-mm gun, M1916, complete (1) 3.41.
(Composed of:
38-10-80 1 CASE, carrying, telescopic sight, M1916
15-2A36 1 SIGHT, telescopic, M1916 for 37-mm gun, M1916)

C. C. WILLIAMS,
Major General,
Chief of Ordnance.

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4. The following communication of the War Department, relative to policies governing the Officers' Reserve Corps, is published for the information and guidance of all concerned:

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
Washington

January 10, 1927.

Subject: Revised policies governing the Officers' Reserve Corps.

To: Corps Area and Department Commanders and Chiefs of Branches.

I. The policies stated below will govern the procurement and appointment, promotion, assignment, transfer, separation and reappointment of reserve officers:

II. *PROCUREMENT AND REAPPOINTMENT*:

1. In order that definite data may be available to the various assignment jurisdictions concerning the numbers and grades of Reserve Officers which should be procured in time of peace and in view of the fact that the procurement and promotion of Reserve Officers has been placed largely in the hands of agencies outside of the War Department, a definite peace time procurement objective by grade and section will be established and the various assignment jurisdictions informed of their allotments for procurement and promotion.

This peace time procurement objective to be announced in the near future, will be based upon the requirements of officers to perform duties under a general mobilization as follows:

a. Reserve officers required for the active units of Regular Army as set forth in approved plans of the War Department.

b. Reserve officers required for the inactive units of the Regular Army as set forth in approved plans of the War Department.

c. Reserve officers required for all Organized Reserve units of the First Phase of Mobilization as set forth in the War Department General Mobilization Plan.

d. Reserve officers required for the Philippine Department as set forth in the peace time procurement objective approved by the War Department.

e. Reserve officers required for the Hawaiian Department as set forth in the peace time procurement objective approved by the War Department.

f. Reserve officers required for industrial mobilization as set forth in approved plans of the War Department to be commissioned in the Specialist Section Reserve.

g. Reserve officers required for the 27 Organized Reserve Infantry and the 6 Organized Reserve Cavalry Divisions.

h. Reserve officers required for such branch installations as are recommended by the chiefs of branches for organization in peace time and for War Department overhead for the first phase of mobilization under the War Department General Mobilization Plan.

i. Reserve officers required for corps area headquarters.

j. Reserve officers reserved for assignment to National Guard units.

k. A surplus over and above the numbers of officers required for the activities listed in sub-paragraphs *a* to *j* above will be authorized for assignment jurisdictions, in order to provide when practicable, for the assignment of officers residing in a unit area only to a unit of the Organized Reserves.

2. In computing the requirements under this policy, the approved war strength tables of organization will govern except that the total requirements under the peace time procurement objective described above will not serve to limit the appointment of persons in the following categories and under the following conditions:

Classes of persons	For what eligible	How appointed.
a. Former officers of the Army at any time between Apr. 6, 1917, and June 30, 1919, and former R. A. officers and former Reserve Officers whose appointment was not based on N. G. status at any time except those separated from the Army as a result of their own misconduct or who are or have been eliminated from the Regular Army.	In any section and to any grade not above the highest held by them in the Army at any time except that they will not be appointed to a grade above the lowest in the section unless a vacancy exists under the procurement objective above referred to.	Upon approved recommendation of an examining board after having passed the prescribed tests.
b. Approved graduate of the R. O. T. C.	In appropriate section in lowest grade thereof.	As provided in A. R. 145-10.
c. Approved graduate flying cadets.	Air Corps in lowest grade.	As provided in A. R. 615-160.
d. Graduates of the C. M. T. C.	In appropriate section in lowest grade thereof.	As provided in A. R. 350-2200.
e. Former federally recognized National Guard officer.	The applicant may be appointed, in any grade not above the highest held in the Army except that he will not be appointed to grade above the lowest in the section unless a vacancy exists under the procurement objective above referred to provided he has had subsequent to April 6, 1917, in the Army or in the federally recognized N. G. or both, total commissioned service, regardless of grade as follows:	Upon approved recommendation of an examining board.

Classes of persons	For what eligible	How appointed
	For appointment as a 1st Lt. 4 years For appointment as a Captain 12 years For appointment as a Major 20 years For appointment as a Lt. Col. 26 years For appointment as a Colonel 30 years provided that he may accept in lieu of the above, an appointment under any of the other classes of persons under which he can qualify.	
f. Warrant officers and enlisted men of R. A. and enlisted Res. Corps, and National Guard and persons who served as enlisted men or warrant officers between April 6, 1917, and November 11, 1918.	In appropriate section and in lowest grade thereof.	Upon the approved recommendation of an examining board.
g. Specially qualified persons.	In any grade not above that of major in the Specialist Section Reserve.	Appointments made only by direction of Secretary of War or the Assistant Secretaries of War.

3. All appointments will be in the lowest grade of the section except as provided for and in the manner provided for in paragraph 2 above.

4. The Personnel Division will prepare, revise when necessary and direct the issue of the necessary information setting forth the peace time procurement objective of Reserve officer by grade and section as contemplated under this policy.

5. In cases where examination has been authorized on or before January 8, 1927, action on the recommendations will be taken by the War Department under the provisions of AR 140-5 and related policies.

Note: * For appointment in these grades in peace time, applicant must have completed the full course of instruction required of Regular Army officers at the Special Service Schools of his section the full course as required of Regular Army officers at the Command and General Staff School, provided that this restriction will not apply in case of any National Guard officer who has had World War experience as an officer.

III. *PROMOTION.*

1. In time of peace no Reserve officer will be promoted unless

a. He holds a Certificate of Capacity indicating his professional qualifications, and

b. There is an appropriate vacancy in the grade and section in the corps area, branch, or activity allotment under such

peace time procurement objective as the War Department may establish, and

c. He shall have served a minimum time in grade in the Officers' Reserve Corps as constituted under Section 37, National Defense Act, as follows:

As a second lieutenant	4 years
As a first lieutenant	8 years
As a captain	8 years
As a major	6 years
As a lieutenant colonel	4 years

2. No officer will be promoted or appointed to any grade in the Officers' Reserve Corps higher than that of major unless he first shall have completed the full courses of instruction required of Regular Army officers at the Special Service Schools of his section and the full course as required of Regular Army officers at the Command and General Staff school, provided that this restriction will not apply in the case of promotion of any Reserve officer who has had World War experience as an officer.

3. *a.* No promotion to or in the grade of General officer, Reserve, will be made in time of peace, except that appointments in the grade of general officer, Reserve, may be made in the case of federally recognized National Guard officers, such appointment to terminate with the termination of their federal recognition as provided for in Section 38, National Defense Act. This policy is not intended to prevent the reappointment of the present general officers of the Officers' Reserve Corps under such regulations as the War Department may prescribe.

b. The Eligible List from which selection for promotion to the grade of brigadier general, Reserve, may be made in the event of an emergency, will be maintained as now contemplated in regulations.

4. In cases where reserve officers have complied fully with the provisions of AR 140-5 regarding promotion, and recommendations for promotion with reports showing vacancies have been forwarded to this office not later than January 8, 1927, action on the recommendations will be taken by the War Department under the provisions of AR 140-5 and related policies.

5. The practical test for certificate of capacity may be given at any time when the reserve officer has completed the written examination.

IV. *ASSIGNMENT AND TRANSFER.*

1. As soon as practicable after an officer has accepted appointment in the Officers' Reserve Corps he will be placed under the assignment jurisdiction of one of the following agencies: Corps Area Commander, Chief of Branch or The Adjutant General.

2. *a.* In case of approved selection for assignment to a War Department activity not under the control of the Chief of Branch, assignment to such activity will be made by the Adjutant General.—(General Assignment Group).

b. In case of approved selection for assignment to an activity under the control of a chief of branch, assignment will be made by the chief of branch. (Branch Assignment Group).

c. If not selected for assignment under *a* or *b* above the officer will be released to the proper corps area commander for assignment to a unit or installation under his control. (Territorial Assignment Group).

3. Reserve officers assigned to units of the Organized Reserves will be of the grade and section specified in Tables of Organization except that no limit will be placed upon the number of Reserve officers of the lowest grade of the proper section which may be assigned to any Organized Reserve unit.

4. When vacancies in a unit of the Organized Reserves in grades above the lowest have been filled by assignment in so far as officers of proper grade and section are available there may be attached to the unit officers of the proper section and regardless of grade in numbers sufficient to bring the total number of officers assigned and attached to the unit in grades above the lowest up to the total number of officers authorized by Tables of Organization in grades above the lowest for the unit.

5. Any officer under the assignment jurisdiction of a Corps Area Commander may be attached for training to any unit in the Corps Area without regard to his assignment or attachment for duty to another unit.

6. Transfers of officers between all sections of the Officers' Reserve Corps, except the Auxiliary Section, the Specialists Section and of officers placed in the Unassigned Section, may be made upon approval of the Chiefs of Branches (sections) concerned except that no transfer will be made unless the officer desiring transfer has a Certificate of Capacity for the section and grade to which transfer is desired and provided there is a vacancy for him within the assignment jurisdiction.

7. No transfers of officers from the Auxiliary Section, the Specialists Section or from the Unassigned Section to any other sections will be made except that the transfer may be made from the Unassigned Section as provided in the policy governing reappointment.

8. Where recommendations for assignment or transfer of reserve officers have been forwarded to this office on or before January 8, 1927, action thereon will be taken by the War Department under the provisions of AR 140-5 and related policies.

V. *SEPARATION.*

1. Appointments in the Officers' Reserve Corps are terminated by death, resignation, vacation of appointment (by virtue of accepting commission in the Regular Army or acceptance of an appointment in a different grade in the Officers' Reserve Corps), discharge, *expiration of term of appointment*, and dismissal or *dropping from the rolls.*

2. Any Reserve officer may be discharged at any time in the discretion of the President. Discharge will be the form of separation in cases not otherwise covered, including the following:

a. Incompatible occupation of office. This will include an enlistment or the acceptance of a commission in the United States Navy, Marine Corps, Coast Guard, Naval Reserve or Revenue Cutter Service. Separation is mandatory.

b. Physical disqualification.

c. Misconduct, inefficiency or other unfitness. Reports of misconduct, inefficiency, or other unfitness of Reserve officers will, in time of peace, be forwarded to the department or corps area commander. The latter will cause such investigation to be made as deemed necessary, or as directed by higher authority. If such investigation is conclusive as to unfitness to remain a Reserve officer, the report thereof will be for-

warded to the War Department with recommendation for discharge. In all other cases the Department or Corps Area Commander will cause to be convened a suitable board of not less than three officers to further investigate and make recommendation. The officer whose fitness is being inquired into will be informed of the alleged inefficiency, misconduct, or unfitness, and will be given opportunity for a hearing before the board, either in person by counsel, or by brief, as he may elect. When practicable, one or more reserve officers will be included in the membership of such boards. The board's proceedings, together with the action and recommendations of the convening authority thereon, will be forwarded to the War Department.

d. Conviction by Civil Court. Conviction of a felony involves mandatory discharge from commission in the Officers' Reserve Corps.

e. Failure to reply to communication. Discharge made upon recommendation of the corps area commander in which corps area the officer resides or the Chief of Assignment jurisdiction.

f. The entry of a reserve officer into the military service of a foreign country or his departure from the United States or any territory thereof for such purposes will be considered ground for immediate discharge.

VI. *REAPPOINTMENTS.*

1. A Reserve officer above the grade of captain will be reappointed in the grade and section of the Officers' Reserve Corps in which he was previously commissioned and which is just terminating provided that:

a. He passes the physical examination as prescribed for original appointment in the Officers' Reserve Corps, or has passed such examination within 1 year of date of reappointment and

b. His record during the 5 year period immediately preceding such reappointment indicates that

(1) He has obtained during his current appointment a Certificate of Capacity for promotion to the next higher grade or

(2) He has during his current appointment obtained a Certificate of Capacity for his present grade or

(3) He has indicated during his current appointment his interest in military affairs by having a written record of at least 300 hours of correspondence school work, attendance at classes or active participation with troops on inactive duty training. In computing the 300 hours, active duty training periods of 15 days will be considered as 60 hours credit or

(4) He has been on active duty during his current appointment for a period of 3 months or longer or

(5) He has satisfactorily completed during his current appointment the prescribed correspondence course of instruction for Reserve officers at the Special Service Schools of his branch or the special course for Reserve Officers at the Command and General Staff School or the Army War College or a full course at one of the above mentioned schools.

2. A Reserve officer in grade of captain or lieutenant may be reappointed in the grade and section of the Officers' Reserve Corps in which he was previously commissioned and which is just terminating provided that he fulfills the requirements of 1, *b* above.

3. A section of the Officers' Reserve Corps to be known as the Unassigned Section, Officers' Reserve Corps, is hereby established.

4. In the event that, at the termination of a 5 year period, a Reserve officer has not complied with the requirements outlined above, he may elect to do one of the following:

a. Be recommissioned in the Unassigned Section of the Officers' Reserve Corps with suitable notation as to branch in which commission has been held.

b. Be honorably discharged from the Officers' Reserve Corps.

5. *a.* Officers below the grade of Major, who have served one 5 year period in the Unassigned Section, Officers' Reserve Corps, will not be recommissioned in the Officers' Reserve Corps unless they have, during the elapsed 5 year period, complied with the requirements of 1, *b* above.

b. Officers in the grade of Major, or above, may continue to serve in the Unassigned Section, Officers' Reserve Corps, indefinitely and when once placed in the Unassigned Section will not be transferred therefrom to other sections of the Officers' Reserve Corps in time of peace.

6. There will be no promotion or active duty training for officers commissioned in the Unassigned Section, Officers' Reserve Corps.

7. For the purpose of obtaining the data required by paragraph 1, *b* (3) of this policy the Corps Area Commanders will keep the necessary records of Reserve officers in this respect and be prepared to furnish the necessary reports to The Adjutant General.

8. In putting this policy into effect, and until a 5 year period has elapsed, only the portion of the work required by paragraph 1, *b* (3) which corresponds to the ratio of hours to elapsed time will be required in making decisions as to reappointment.

9. Reserve officers who, upon being physically examined prior to reappointment, are found to be physically incapacitated for active service or who have reached the age of 64 years may apply for transfer to the Unassigned Section.

10. This policy will govern all reappointments which will be effective on or after January 1, 1928.

11. The reports required by paragraph 7 above will be forwarded so as to reach this office three months prior to the date of expiration of the appointments concerned. In determining, under paragraph 8 above, the pro rata requirements of paragraph 1, *b* (3) above, for reappointments effective during the calendar year 1928, an allowance of fifteen hours for Reserve officers residing within the continental limits of the United States and an allowance of twenty-four hours for those residing outside the continental limits of the United States will be made to compensate for the time necessary to notify Reserve officers of these requirements and for the period required for advance reports as to qualifications for reappointment.

By order of the Secretary of War:

(Sgd) ROBERT C. DAVIS,
Major General,
The Adjutant General.

5. The following communication of the War Department, with 1st Ind. of Militia Bureau, pertaining to removal of suspensions on appointments in the Officers' Reserve Corps, is published for the information and guidance of all concerned:

WAR DEPARTMENT
The Adjutant General's Office
Washington

November 8, 1926.

In reply
refer to AG 062.12 ORC (9-22-26) Res.

Subject: Appointments in the Officers' Reserve Corps without Vacancies.

To: Corps Area and Department Commanders and Chiefs of Branches.

1. The requirements of paragraph 8a, Army Regulations No. 140-5, will not serve to limit the appointment of any qualified applicant for appointment in the grade of Second Lieutenant, Officers' Reserve Corps, or in the grade of First Lieutenant in the Medical Corps, Dental Corps and Chaplains' sections of the Officers' Reserve Corps.

2. This removal of the restriction on appointments in the lowest grade includes appointments as Second Lieutenant in the Infantry and Cavalry sections, but does not modify the suspension of appointments as Second Lieutenant in the Signal Corps, Military Police Corps, Quartermaster Corps, Finance Department or Adjutant General's Department (except postal) sections.

By order of the Secretary of War:

Robert C. Davis,
Major General,
The Adjutant General.

1st Ind. MB.326.2 Genl-24

War Dept., Militia Bureau, January 20, 1927. To the Adjutant General of Pennsylvania.

1. The above removal of suspensions on appointments in the Officers' Reserve Corps, is an amendment to the Officers' Reserve Corps suspensions listed in 1st indorsement Militia Bureau, dated December 24, 1926.

For the Chief, Militia Bureau:

Guy S. Norvell,
Colonel, Cav., M. B.,
Assistant.

6. The following indorsement of the War Department, relative to appointments in the Officers' Reserve Corps of enlisted men, is amendatory of General Policy, and is published for information of all concerned:

A. G. 201 Walkendifer, Vincent George 12th Ind. JG/ad/461 (9-17-25) Res.

War Department, A. G. O., January 13, 1927—To: The Chief, Militia Bureau.

It is the practice to consider appointment in the Officers' Reserve Corps of enlisted men of the National Guard where appointments in the particular section have been suspended, provided examination for letter of eligibility was authorized prior to the date on which the suspension became effective.

By order of the Secretary of War:

(signed) Edward Roth, Jr.,
Adjutant General.

7. The following communications of Headquarters Third Corps Area are published as general matters of interest to Commanding Officers of the Pennsylvania National Guard:

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

January 10, 1927.

Subject: Supplying cal. 30 Ball Ammunition according to Grades authorized in A. R. 775-10, Par. 26b(2).

To: Commanding Officers, all Posts, Camps & Stations, USP& DO's of National Guard, & Professors of Military Science & Tactics of ROTC Units in Third Corps Area.

1. The following letter from office of the Chief of Ordnance File 00 400.356/1392, 3-COO 471.4/315, dated January 5, 1927, is quoted for the information and guidance of all concerned:

"It is noted from shipping tickets received in this office covering shipments of cal. 30 ball ammunition issued on requisitions approved by Corps Area Ordnance Officers that numerous issues are being made of grades of this ammunition which are not authorized by AR 775-10.

This is particularly evident in connection with issues of Grade II-R ammunition, which, according to AR 775-10, Par. 26-b (2) (c) is authorized for use only for rifle competitions and preliminary and record firing for qualification for additional compensation with the rifle and machine rifle. Apparently many issues of Grade LL-R are being made to the National Guard contrary to this provision. As the Regular Army only receives additional compensation for qualification the issues of Grade II-R ammunition should be of very small amount, yet during the past 6 months the issues of this particular grade have exceeded all other grades issued for the various classes of fire.

In view of the necessity of conserving the available supply of cal.30 ammunition to the utmost, it is necessary that strict authentication of all requisitions be made in the future to insure the issue only of the grades authorized in AR 775-10, Par. 26-b(2).

It is suggested that this matter be brought to the attention of all requisitioning officers within your corps area in order that when requisitions are submitted to Corps Area Headquarters for approval they will supply necessary data on the face of same to enable that office to determine the grade of ammunition that should be authorized to fill the requisition."

2. In the future all requisitions calling for caliber .30 ball ammunition will contain necessary data so as to enable this headquarters to determine the grade of ammunition that should be authorized.

By command of Major General MacARTHUR:

D. Y. BECKHAM.
Lt. Colonel, Adjutant General's Dept.,
Assistant Adjutant General.

CIRCULAR LETTER
COO No. 111.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

January 21, 1927.

Subject: Error in Circular Letter dated January 10, 1927.

To: Commanding Officers, all Posts, Camps & Stations. USP&DO's of National Guard, & Professors of Military Science & Tactics of ROTC Units in Third Corps Area.

1. Referring to Circular Letter COO 111 from this headquarters dated January 10, 1927, subject: "Supplying Cal.30 Ball Ammunition according to Grades authorized in AR 775-10, Par. 26b(2)," attention is invited to Par. 1 which refers to Par. 26-b (2) (c) of AR 775-10. It is desired to advise that this reference is in error and should read, Par. 26-b(2) (a).

By command of Major General MacARTHUR:

D. Y. BECKHAM,
Lt. Colonel, Adjutant General's Dept.,
Assistant Adjutant General.

CIRCULAR LETTER
COO No. 112.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

January 29, 1927.

Subject: Reimbursement price, Cartridges, ball, caliber .30, M 1906.

To: All Commanding Officers, Posts, camps and stations, PMS&T of ROTC Units, and USP&DO's of National Guard, in Third Corps Area.

1. The following letter, File 00 400.32/1066, COO 471.4/322, dated January 24, 1927, from the office of the Chief of Ordnance is quoted for your information:

"Effective January 1, 1927, all issues of cartridges, ball, caliber .30, Model 1906, made to civilian components of the Army in accordance with authorized allowances will require reimbursement in the amount of $14.00 per M rounds. This price is valid *only* until July 1, 1927, after which the reimbursement price will be $42.00 per M.

The above price does not apply to sales made to individuals in accordance with War Department regulations but applies ouly to issues made in accordance with authorized allowances. The sale price for this ammunition is the price shown in Standard Nomenclature Lists."

D. Y. BECKHAM,
Lt. Colonel, Adjutant General's Dept.,
Assistant Adjutant General.

CIRCULAR LETTER
COO No. 113.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

February 7, 1927.

Subject: Cartridges, ball, cal. 30, MI.

To.: Commanding Officers of all Posts, Camps and Stations, USP&DO's of National Guard units, and Professors of Military Science and Tactics of ROTC Units in Third Corps Area.

1. The following letter, File OO 471.41/3662, dated February 1, 1927, from the office of the Chief of Ordnance, is quoted for your information and compliance:

> There is being manufactured at the present time new standard caliber .30 service ammunition which will be known as "Cartridges, ball, cal. .30, MI. This ammunition, which is being distributed to the various depots to be retained as a part of the war reserve stock, will not be issued or sold except upon special authority from the Chief of Ordnance."

D. Y. BECKHAM,
Lt. Colonel, Adjutant General's Dept.,
Assistant Adjutant General.

CIRCULAR LETTER
COO No. 114.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

March 7, 1927.

Subject: Discontinuance of the uses of F. M. Smoke Hand and Rifle Grenades for Training Purposes.

To: Commanding Officers of all posts, camps and stations, USP&DO's for National Guard, and Professors of Military Science and Tactics of ROTC Units within the 3rd Corps Area.

1. The following letter from the office of The Adjutant General, File AG 471.61 (2-2-27) (Misc) dated March 3, 1927, is quoted for your information and compliance:

> "The F. M. Smoke Hand and Rifle Grenades authorized for use in lieu of the W. P. Smoke Hand and Rifle Grenades have been found unsatisfactory due to leakage. No further issue of the F. M. Smoke Grenades will be made and any on hand at stations other than Edgewood Arsenal will be destroyed in accordance with existing regulations.
>
> The W. P. Smoke Hand and Rifle Grenades will be issued in the future in filling requirements for Smoke Grenades for training purposes pending the development of a satisfactory F. M. Smoke Grenade."

2. Acknowledgment of this letter is requested showing the number of F. M. Grenades destroyed, if any.

3. The method of destruction should be as outlined in Par. (D) Ordnance Field Service Bulletin No. 3, Sec. IV, Change No. 6, dated November 30, 1925.

By command of Major General MacARTHUR:

D. Y. BECKHAM,
Lt. Colonel, Adjutant General's Dept.,
Assistant Adjutant General.

CIRCULAR LETTER
COO No. 116

8. The following circulars of the Militia Bureau are published for information and guidance of all concerned:

Corrected Copy

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

CIRCULAR NO. 39.
A-17

December 28, 1926.

CHANGES IN THE REQUIRED ATTENDANCE AT NATIONAL GUARD DRILLS.

1. On December 21, 1926, the Secretary of War approved (AG 425.11 (12-10-26) (Misc.)-D), a change in National Guard Regulations relative to the required attendance at armory drills to entitle officers and warrant officers of National Guard organizations to receive armory drill pay to read substantially as follows:

"In organizations having their entire personnel at one station, except in those which include band sections, the number of enlisted men of the organization present in uniform and participating in training for not less than one and one-half hours, exclusive of rests and interruptions, shall be at least 60% of the minimum maintenance strength of the organization, as prescribed by the applicable Table of Organization. In companies which include band sections, the number of enlisted men in attendance must equal or exceed 60% of the minimum maintenance strength of the company, exclusive of the band section. For those regular drills during the quarter covered by one pay roll at which there was less than 60% of the enlisted men of the organization in attendance pay is also authorized for the officers if other requirements are fulfilled and the average number of enlisted men of the organization in attendance at all drills during the quarterly period equals or exceeds 60%."

2. The above indicated change is to be embodied in its appropriate place in National Guard Regulations No. 58 (Pay and Allowances) soon to be published. Pending the publication of National Guard Regulations No. 58, paragraph 928, National Guard Regulations, 1922, is amended effective as of January 1, 1927, as follows:

Add to paragraph 928 (a) (1) the following sentence:

For those regular drills during the quarter covered by one pay roll at which there was less than 60 per cent of the maintenance strength of the organization in attendance pay is also authorized for the officers if other requirements are fulfilled and the average number of enlisted men of the organization in attendance at all drills during the quarterly period equals or exceeds 30 per cent of the maintenance strength.

Add to paragraph 928 (g) (2) the following sentence:

For those regular drills during the quarter covered by one pay roll at which there was less than 60 per cent of the maintenance strength of the organization in attendance pay is also authorized for the warrant officers if other requirements are fulfilled and the average number of enlisted men of the organization in attendance at all drills during the quarterly period equals or exceeds 60 per cent of the maintenance strength. (MB 325.11 (NGR) Gen.-45).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lieut. Col., Inf., M. B.,
Assistant.

(MB Circular No. 40 A-18 is the last of the series for 1926).

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

January 6, 1927.

CIRCULAR NO. 1.
A-1

SECTION I MODIFICATION OF INSTRUCTIONS ON MILITIA BUREAU FORM No. 100.

SECTION II PROCEDURE FOR DISPOSING OF CLAIMS FOR HIRED ANIMALS KILLED OR INJURED AT ENCAMPMENTS, ETC.

I. *Modification of instructions on Militia Bureau Form No. 100.*

1. Paragraphs 9*b*, 9*d* (4) (b), 9*d* (4) (c) and 13*b* of the instructions printed on the back of Militia Bureau Form No. 100 are modified, and sub-paragraph (j) of 9*d* (4) is added, to read as follows:

"9. *Preparation of Form.* * * * * *

b. The report will be rendered by the following:

(1) By every commanding officer of a troop, company, battery, detachment, or similar unit. These reports should include all officers and enlisted men who belong to the organization. They should not include officers or men belonging to other organizations who are merely attached for purposes of training.

(2) By each commander of a battalion, squadron, regiment, brigade, division, or similar headquarters. These reports should cover all officers who are shown in the tables of organization as belonging to the headquarters of the commander making the report; except that officers commissioned in the National Guard of a State other than that in which the commander is commissioned will not be included in the report of such commander. When the members of a headquarters are commissioned in two or more States the commander will report upon those commissioned in the same State as himself. Separate reports will be made by the senior officer assigned to this headquarters in each of the other States, and this report will include all officers belonging to said headquarters in that State.

(3) By each State.

(a) A single report showing all officers holding commissions in the State Staff, giving name, rank, branch, and assignment of each officer.

(b) A report for each State Staff Detachment of enlisted men recognized as a separate unit."

Paragraph 9d (4) (b). After the words "2d Lieutenants" in second line add—"Below each of the headings, the word 'Vacancy' will be inserted when there are no names to appear."

Paragraph 9d (4) (c)—

"(c) *Individual names.—Officers.*—The names of all officers and warrant officers will be entered with the Christian names first followed by middle initials and surname. In case an officer or warrant officer has not been federally recognized his name will be shown, but a notation showing he has not been federally recognized will be entered in the column of remarks.

Enlisted men.—The names of all enlisted men will be entered with the surname first, followed by the Christian name and middle initials."

New sub-paragraph (j) of 9*d* (4):

"(j) *Losses.*—Under a caption headed 'Losses' immediately following the end of 'Assigned Reservists' the names of all officers, warrant officers and enlisted men separated from the organization during the month should appear, arranged in the order specified in paragraph 9*d* (4) (b) of these instructions."

"13. *Disposition.* * * * * *

b. On or before the eighth day of the succeeding month, the copies will be dispatched as follows:

(1) The first copy (original typed) and one other copy will be mailed direct to the State Adjutant General, who will promptly forward the first copy to the Militia Bureau.

(2) One copy will be mailed to the instructor assigned to duty with the organization. Immediately upon receipt of this copy, the instructor will verify the correctness of entries thereon and will make notation of his action on this copy by stamp or indorsement in the space provided on the reverse side. He will then mail it to the officer designated to verify and certify the payrolls of the organization. That officer will retain the copy until the payroll to which it pertains is certified, and then forward the copy to Corps Area Headquarters for file."

2. *Discussion of above changes.*—The principal effect of the above is to require a consolidated report from each headquarters where formerly individual reports were permitted from the officers belonging to same. This change is in conformity with the instructions governing the preparation of payrolls promulgated in Militia Bureau Circular No. 29B of September 9, 1926. Hereafter all names appearing on a particular payroll should also appear on a single report of Militia Bureau Form No. 100. Like the payroll, the Form No. 100 report should show "all and only" personnel that actually belongs to the unit or headquarters reported upon. Any question as to what personnel should be included in the report can be easily answered by referring to the appropriate table of organization. As an example take the report to be rendered by the headquarters of an infantry regiment. Table of Organization 23 N. G.—"Infantry Regiment." shows in the column "Headquarters" 1 colonel. 1 lieutenant colonel (2 if instructor is commissioned), 1 major (RMGO), 3 captains and 1 chaplain. Hence only these officers should be shown on the regimental headquarters report. Note that the majors commanding battalions are shown on the battalion headquarters report and not on the regimental headquarters report, also that the medical and dental officers are shown on the medical department detachment report and not on that of the regimental headquarters. In the few exceptional cases where a medical officer is recognized in his capacity of a staff officer only, due to the fact that the Medical Detachment has not been organized, he should be carried on the headquarters report of the commander whose staff officer he is until such time as the Medical Department Detachment is organized. The same principle would apply in the case of a battalion adjutant in a battalion which has not as yet organized its headquarters company. The name of every officer should appear on some report each month. No officers name should appear on more than one report for a particular month. No enlisted men should be shown on a headquarters report.

3. In order to intelligently present the needs of the National Guard to the War Department and Congress, it is necessary for the Militia Bureau to compile accurate statistical data with regard to strength, drill attendance, animals, caretakers, etc. The basic information for this compilation is obtained from the report on Militia Bureau Form No. 100, about 4,000 of which should be received by the Militia Bureau each month from the various headquarters and units comprising the entire National Guard. The consolidation of these reports by organization, branch assignment and State is a big task, and only a very limited clerical force is available for the work. Delays in submitting reports, illegible copies and incomplete information operate to greatly increase the burden. It is requested that every effort be made to submit these reports promptly with all the information called for. It is particularly important that the branch and assignment of all officers be shown clearly, as well as their name and rank. (MB 315 (new) Gen.-6).

II. *Procedure for disposing of claims for hired animals killed or injured at encampments, etc.*

1. The Comptroller General in a decision dated October 1, 1926, (A-13908), held that a contract for the hiring of animals could not make the United States an insurer of the animals; it could make the United States responsible only for loss or injury, to such animals while in its possession, which results from fault or negligence of the National Guard in either the use or care of the animals. He also called attention to the fact that the evidence accompanying claims submitted for loss of or damage to hired animals often was insufficient to enable his office to determine whether or not ordinary care was exercised by the National Guard of the animals hired for its use, and suggested that it was desirable to have a detailed report made thereon by a board of officers.

2. Pending publication of suitable regulations governing the procedure to be followed in case hired animals are lost, killed or injured while in use by the National Guard, the following procedure will be followed:

Claims for hired animals lost, killed or injured at encampments.—

a. General.—When a hired animal is lost, dies, or is injured while in the service for which it was hired, through failure of the National Guard to use ordinary care of said animal, the owner thereof may be reimbursed from Federal funds for his loss. The government will make such reimbursement in those cases only in which it appears ordinary care was not exercised while the animal was used for the purpose for which it was hired.

b. By whom and when submitted.—If the owner of an animal which is lost, dies, or is injured under such circumstances desire to submit a claim for reimbursement for said animal, such claim will be submitted in writing over his signature or over the signature of his duly appointed attorney-in-fact; and when such claim is submitted over the signature of an attorney-in-fact, it will be accompanied by the power of attorney. All facts and circumstances in connection with the loss sustained, including the nature, extent, date incurred, the agency by which caused and the amount of the loss will be set forth as far as known. It is expected that under ordinary circumstances such a claim will be submitted within a reasonable length of time after the loss, death, or injury of the animal, but in many cases for various reasons this will be impracticable, and the claim will be submitted after the close of the encampment. Such claims when received will be forwarded by the State Adjutant General to the Chief, Militia Bu-

reau, with the original and one copy of the Board's report referred to in paragraph *d* for submission to the General Accounting Office for direct settlement.

c. Investigation of.—(1) *Board appointed.*—Whenever any hired animal is lost, dies or is injured under circumstances likely to result in the submission of a claim for damages, the Commanding Officer of National Guard troops having jurisdiction will, whether or not a claim for loss of the horse is submitted, promptly appoint a board of three officers to investigate and report upon the circumstances surrounding its loss, death or injury.

(2) *Procedure of Board.*—Available witnesses will be examined orally, and their evidence, in the form of questions and answers, will be reduced to writing. When witnesses are not available for oral examination their affidavits will be secured. All witnesses will be sworn. The report of the board will be prepared in triplicate and will be signed by all members concurring therein. Exhibits will be numbered consecutively and authenticated by the Recorder, who will also, when necessary in order to make all copies of the report complete, prepare authenticated copies of exhibits. The report will set out the following:

(a) The order appointing the board.
(b) Place it convened.
(c) Date it convened.
(d) Members present and absent.
(e) Testimony of each witness appearing.
(f) Notation of receipt in evidence and filing of all exhibits, including written contract of hire, if such contract was in writing, written claim if made, affidavits and other documents.
(g) Findings, based on evidence, which will include,
(1) Date, place and cause of loss, death, or injury.
(2) Immediate circumstances under which loss, death, or injury occurred.
(3) Value of animal.
(4) Was loss, death or injury due to failure to use ordinary care of the animal for purpose for which it was hired? If so, through whose negligence?
(5) Was loss, death or injury covered by insurance?
(6) If covered by insurance, how much is collectable?
(7) Any other findings not covered above which will assist in determining whether reimbursement should be made under the specified clause of the contract.
(h) Recommendations which will include—
(1) Whether or not reimbursement should be made.
(2) If reimbursement is not recommended, the specified reason therefor.
(3) If reimbursement is recommended, the amount thereof.

d. The report of the Board will be transmitted to the convening authority, who will indorse upon all three copies of the report his action of approval or disapproval, if approval in part or disapproval in part, as the case may require, including any comment deemed appropriate, with date of action. He may return the report to the Board for further poceedings before taking final action thereon. All three copies will be forwarded to the Adjutant General of the State. If a claim accompanies these reports the

State Adjutant General will forward the original and one copy, with appropriate recommendations to the Chief, Militia Bureau. If no claim accompanies the Board reports, all copies thereof will be retained by the State Adjutant General. (MB 454.1 Gen.-15)

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lieut. Col., Inf., M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau.

January 17, 1927.

CIRCULAR NO. 2.
A-2.

APPOINTMENT OF ADJUTANT FOR INFANTRY BATTALIONS IN THE NATIONAL GUARD.

1. T. O. 27-NG., approved February 10, 1925, prescribes the organization of Headquarters and Headquarters Company, Infantry Battalion. Reference (y) of this table defines the duties of the First Lieutenant, carried in columns 4, 12, and 13, as Commanding Officer, and in addition, performs the duties of the Battalion Staff, one of whom is the Adjutant.

2. Prior to the preparation of this table the Adjutant of an Infantry Battalion was a Staff Officer, and was carried under previous tables—with the Major—in Battalion Headquarters.

3. In the preparation of the new Tables of Organization, National Guard, with the limited personnel available, in order to provide two (2) officers for the Headquarters Company, Infantry Battalion, in accordance with a well-established Militia Bureau policy—"that at least two (2) officers should 'belong' to each Company, or similar unit of the National Guard, to insure the presence, at all drills and formations, of at least one (1) officer," it was necessary to transfer the assignment of this First Lieutenant from "Headquarters" to "Headquarters Company," and to provide for the performance of his staff functions, in addition to his company duties.

4. When a Headquarters Company, Infantry Battalion, has been organized and extended Federal recognition as a National Guard organization, the status of this officer is as prescribed in T. O. 27-NG., approved February 10, 1925, and by M. B. Circular No. 11, dated March 24, 1925.

5. When authority for the organization of a Headquarters Company, Infantry Battalion, within a State to which such unit is allotted, is withheld by the Militia Bureau, or when, for sufficient reasons the organization of such unit is not desired by that State, the appointment of the Adjutant of such an Infantry Battalion is authorized, provided Federal recognition has been extended to the Headquarters thereof. While serving as Adjutant, Infantry Battalion, under this authority, the status of such officer will be that of a Staff Officer, and will entitle him to pay as a First Lieutenant "not belonging" to an organization.

6. Under this authority State Adjutants General, in recommending an officer for appointment as Battalion Adjutant, should have in mind the eventual organization of the Battalion Headquarters Company and its location, bearing in mind also that when the Headquarters Company is organized the Adjutant becomes Company Commander thereof. The appointment of an officer whose residence is in a different locality than that of such unit later to be organized, would entail complications which would necessitate the withdrawal of recognition from the officer appointed under this authority. (M.B.210.1-Inf-Gen-1).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

January 31, 1927.

CIRCULAR No. 3
B

SECTION I COST OF MOTOR VEHICLES PURCHASED DURING THE WORLD WAR.

SECTION II PRIMING CUPS FOR MOTOR VEHICLES, USE OF DISCONTINUED.

SECTION III EVIDENCE REQUIRED TO SHOW CONDITION OF MOTOR VEHICLES PLACED ON REPORT OF SURVEY.

I. *Cost of Motor Vehicles Purchased during the World War.*

1. The following extract from War Department Circular No. 25, dated April 28, 1926, is quoted for the information and guidance of all concerned:

* *

"XIII—*Cost of motor vehicles purchased during the World War.*
Practically all of the motor vehicles still in use were purchased during the World War. The values of these vehicles listed in the following table will be used in surveys and in other proceedings relating to property, and for other purposes. These values are based on actual cost of vehicles when purchased.

Description	Make	Unit cost (less special equipment)
Passenger cars		
5-passenger, open	Dodge	$ 898.38
5-passenger, closed	Dodge	1078.64
7-passenger, open	Cadillac	2212.08
7-passenger, closed	Cadillac	3418.07
Light delivery trucks		
½ ton cargo	Dodge	984.75
¾ ton cargo	G. M. C.	1460.22
Medium cargo trucks		
1½-2 ton	White	2850.00
1½-2 ton	Garford	2706.70
1½-2 ton	Packard	2762.60
1½-2 ton	Pierce Arrow	3307.26
Heavy cargo trucks		
3-5 ton	Standard B	4023.40
3-5 ton	Riker	4687.46
3-5 ton	Mack	4023.00
3-5 ton	Packard	3504.21
3-5 ton	F. W. D.	3503.70
Extra heavy cargo trucks		
5½ ton	Mack	4423.00
5½ ton dump	Mack	4940.00
Motorcycles		
Solo	Harley-Davidson	328.47
With side car	Harley-Davidson	427.97
Solo	Indian	330.80
With side car	Indian	426.30
Ambulance		
¾ ton	G. M. C.	1704.95
Omnibus vehicles		
1-ton machine gun	White	3042.64
1-ton reconnaissance	White	3042.64
1-ton Staff observation	White	3002.16
* * * * * * * * * * * * * * * * * * * *		
Repair trucks		
* * * * * * * * * * * * * * * * * * * *		
3-ton artillery repair	F. W. D.	4634.19
3-ton artillery supply	F. W. D.	5031.74(1)
* * * * * * * * * * * * * * * * * * * *		
3-ton small arms repair	F. W. D.	5860.27(1)
* * * * * * * * * * * * * * * * * * * *		
½-ton light repair	Dodge	1648.41(1)
¾-ton light repair	G. M. C.	2234.42(1)
* * * * * * * * * * * * * * * * * * * *		
Tank Trucks		
¾-ton 180 gallon	G. M. C.	1433.00(2)
3-5 ton, 750 gallon	Standard B	4451.90
3-5 ton, sprinkler	Mack	5944.00
Bicycle	Westfield	35.91
Trailers, kitchen		
1½-ton, 2 wheel	Liberty	668.00

Description	Make	Unit cost (less special equipment)
Trailers, cargo		
* * * * * * * * * * * * * * * * * * * *		
1½-ton 4-wheel water tank, 300 gallon	Trailmobile	560.86
* * * * * * * * * * * * * * * * * * * *		
1½-ton 4-wheel cargo	Sechler	585.51
* * * * * * * * * * * * * * * * * * * *		
1½-ton 4-wheel anti-aircraft	Trailmobile	509.85
* * * * * * * * * * * * * * * * * * * *		
5-ton 4-wheel tire press	Arcadia	2197.40
* * * * * * * * * * * * * * * * * * * *		
10-ton 4-wheel ramp	Ohio	2553.94
Note: (1) complete: (2) approximate. (A.G. 451 (3-29-26)).		
* * * * * * * * * * * * * * * * * * * *		
(MB 451.2 Gen.-4)		

II. *Priming cups for motor vehicles, use of discontinued.*

1. The use of priming cups on engines of Standard Army Motor Vehicles will be discontinued. When replacement is required, there will be substituted therefor, threaded plugs to fit the priming cup holes in the cylinder heads. QM-451.01 T.M. May 19, 1926. (MB 451.11 Gen.-8)

III. *Evidence required to show condition of motor vehicles placed on Report of Survey.*

1. The degree of unserviceability must be shown for each Motor Vehicle placed on Report of Survey; this is determined from the Motor Vehicle Inspection Report, Form Q. M. C. 246, (old Form No. 562), submitted with the Report of Survey as an exhibit. When it is found impracticable to accomplish this form (Q. M. C. 246), due to the fact that the services of a technical inspector or mechanic are not available, a certificate by the responsible officer to the effect that the services of a technical inspector or mechanic are not available, and that in his opinion the cost of the repairs will exceed thirty-five per cent of the original cost of the vehicle may be submitted in lieu thereof. The statement of findings as made by the Surveying Officer should also show that it is found that, "the cost of repairs will exceed thirty-five per cent of the cost of the vehicles." (MB 143.8 QM, Gen.-1).

By order of Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Offiical:

A. W. BRADBURY,
Lieut. Col. Inf., M. B.,
Assistant.

WAR DEPARTMENT
Office of The Chief of The Militia Bureau
Washington

February 3, 1927.

CIRCULAR No. 4
B

CONSTRUCTION AND REPAIRS.

Pending the adoption of National Guard Regulations the following instructions, which supersede all instructions heretofore issued by the Militia Bureau, will govern the procedure in connection with construction and repairs at camp sites and target ranges used for the training of the National Guard:—

	Paragraphs
Authority	1
Estimates	2
Request for approval of plans and specifications	3
Method of inviting bids for approved projects	4
Procurements without competition	5
Competition by advertising in newspapers	6
Competition by distribution of invitations for bids	7
Advertising register	8
Opening and recording bids	9
Recommendation of award	10
Approval of award	11
Contracts	12
Purchase orders	13
Procurements by "Purchase and Hire" method	14
Distribution of documents	15

1. AUTHORITY.—*a. Approval by Secretary of War.* No expenditure exceeding $500.00 will be made upon any building, structure, system, or grounds at any time without the approval of the Secretary of War.

b. Reservation of Funds by Chief, Militia Bureau. No expenditure of any amount will be made without the authority of the Chief, Militia Bureau, by the issuance of Militia Bureau Reservation of Funds. (See Par. 11).

2. ESTIMATES—*a. Procedure by State Adjutants General.* Estimates for construction projects will be submitted to the Chief, Militia Bureau, through the Corps Area Commander as provided in Militia Bureau Circulars issued from time to time. (See M. B. Cir. No. 5, Feb. 12, 1926, and M. B. Cir. No. 9, Feb. 24, 1926).

b. Action by Chief, Militia Bureau. The Chief, Militia Bureau, will advise State Adjutants General by letter of action taken on such estimates, as follows:

(1) Projects approved for immediate construction.

(2) Projects approved for construction when funds become available.

(3) Items not approved on account of lack of sufficient data

(4) Items disapproved for pertinent reasons.

c. Projects not exceeding $500.00. When the aggregate of the amount involved under (1) and (2) above, does not exceed $500.00, Militia Bureau Reservation of Funds will be issued at time of approval, or when funds become available. The following paragraphs of this circular govern in such cases:

Competition—Par. 7.
Open market Procurements—Par. 5.
Purchase and Hire Method—Par. 14.
Purchase orders—Par. 13.

3. REQUEST FOR APPROVAL OF PLANS AND SPECIFICATIONS—Upon receipt of approval of projects, or other action under Par. 2, State Adjutants General will forward to the Chief, Militia Bureau, the following:

a. Projects approved for immediate construction. One set of plans and specifications, if not already furnished, together with request for authority to advertise and copy of proposed advertisement in quadruplicate, except in case the project is for repairs. or other work, for which plans and specifications are not practicable a detailed statement of proposed work should be forwarded if not already furnished. (See Par. 6*b*).

b. Projects approved for construction when funds become available. The action prescribed under *a* above, will be taken when notified that funds are available for the project.

c. Projects not approved on account of lack of sufficient data. A corrected estimate will be submitted.

4. METHOD OF INVITING BIDS FOR APPROVED PROJECTS.—Upon receipt from the Chief, Militia Bureau, of approval of plans and specifications for items under paragraphs 3*a* and 3*b*, above, competition will be invited by the United States Property and Disbursing Officer in his capacity as National Guard Contracting Officer, from as many competing contractors as the circumstances will permit. Bids will be invited as follows:

a. Where the aggregate of the amount involved does not exceed $500.00, by distribution of invitations for bids, among prospective bidders; by posting invitations for bids in public places; and by mailing copy of invitations for bids to U. S. GOVERNMENT ADVERTISER, 511 Eleventh Street, N. W., Washington, D. C. (Par. 7).

b. Where the aggregate of the amount involved exceeds $500.00 by advertising in newspapers, in addition to the methods prescribed in *a* above. (See Pars. 6 and 7).

c. Where the aggregate of the amount involved exceeds $500.00 and the requirement to advertise in newspapers is waived by the Chief, Militia Bureau, the procedure under *a* above, will be followed.

5. PROCEDURE WITHOUT COMPETITION. Procurement of supplies or engagement of services without competition is authorized in the following cases, but when the amount involved is more than $500.00, the approval of the Chief, Militia Bureau, must be secured in advance.

a. When the aggregate amount of supplies or services to be procured does not exceed $500.00, and in the opinion of the Contracting Officer no advantage can be gained to the Government by securing competition through the distribution of invitations for bids. Such procurements will not be made in small amounts from time to time when a reasonable degree of foresight would indicate that larger quantities can be procured to advantage by resorting to competition through the distribution of invitations for bids.

b. Under exigency of the service which existed prior to the order and would not admit of the delay incident to advertising in newspapers, or by distribution of invitations for bids.

c. Under a formal contract for construction, there arises a necessity for additional work practicable of performance only by the contractor.

d. The articles wanted are patent or copyrighted and not on sale by dealers, but by the owners of the patent or copyright, or their agents or assigns alone, at a fixed and uniform price.

e. There is only one dealer within a practicable distance from whom the articles can be obtained.

f. Prices or rates are fixed by legislation, either Federal, State, or municipal; or by competent regulation.

g. Previous advertising for the identical purchase has been followed by the receipt of no proposals or only of such as were unreasonable, and under circumstances indicating that further advertising would not alter results.

6. COMPETITION BY ADVERTISING IN NEWSPAPERS—*a. General.* No official advertisement will be published in any newspaper except under prior written authority, special or general, from the Secretary of War. Special authority authorizes the publication of a single advertisement a specified number of times in a designated newspaper or newspapers. General authority authorizes the publication, during a fiscal year, in designated newspapers, of such advertisements for proposals as may be required by the duties of officers engaged in making frequent purchases or contracts. All authority to advertise will be granted to the office, not to the officer. In making application for authority to advertise, officers will specify the newspapers in which it is deemed advantageous to advertise. Due economy both as to the number of newspapers and as to the number of insertions will be observed by all officers, whether advertising under special or general authority, no greater number being used in any case than may be necessary to give proper and sufficient public notice.

b. Request for authority to advertise. Requests for authority to advertise will be made on W. D. Form No. 1, in quadruplicate, except that in case of great emergency, the nature of which will be stated, authority to advertise may be requested by telegraph. The written authority of the head of the department required by section 3828, Revised Statutes, for publishing in any newspaper any advertisement, notice, or proposal is required to be given before publication thereof, and a subsequent approval or ratification will not legalize publication without such previous authority. 5 Comp. Dec. 166.

c. Readvertising. When necessary to readvertise, owing to rejection of proposals received in accordance with a special authority to advertise, the approval of the Secretary of War must be obtained, as in the first instance; the approval of the original authority to advertise does not confer authority to readvertise.

d. Insertions. Ordinarily advertisements will be given six insertions in daily or four in weekly papers. When more than 10 days are to intervene between the date of the first publication and the date of opening, those in daily newspapers inviting proposals will at once be given four consecutive insertions, and immediately before the date of opening two consecutive insertions. In case of emergency advertisements may be given one or more insertions, as time and circumstances permit.

e. Time allowed. Advertisements in newspapers will, as a rule, allow 30 days to intervene between date of first publication and date of opening of bids. If necessity requires, a shorter period may be allowed, but no period of less than 10 days will be designated except in case of emergency. No officer will authorize the publication of an advertisement beyond the morning of the day on which the sale or opening of bids is to occur, and no payments will be made for continuing such publication beyond the period authorized.

f. Preparation of advertisements. United States Property and Disbursing Officers will observe conciseness in wording advertisements, and the matter, including the heading, must be set up close in one paragraph, without dash or blank lines, leading or display, and in type no larger that that ordinarily used in advertisements. Dates should be omitted from headings. It is not necessary to publish the conditions usually imposed upon bidders and contractors; a statement that they will be furnished on application will suffice. Names or titles of signiug officers should not appear in advertisements. The following is a sample of advertisement set up in accordance with these requirements:

> BIDS FOR CONSTRUCTION—Office of the United States Property and Disbursing Officer for North Carolina, Raleigh, N. C. Sealed proposals in triplicate will be received here until 12 m., January 20, 1927, and then opened, for construction of administration building at Camp Glenn, Morehead City, N. C. Further information on application.

Any unnecessary expense to the Government resulting from failure to observe the requirements of this paragraph may be made a charge against the pay of the officer responsible therefor.

g. Information to be furnished by newspapers. Newspapers officially designated for publishing War Department and Army advertisements are required to forward to the Assistant and Chief Clerk of the War Department sworn statements of the commercial rates charged by them to individuals, with their usual discounts, and of any changes made in the same. These statements will give the size of type used in the advertisements and show whether the charges are made by the inch, line, square, or folio, the rate for the first and subsequent insertions, and, if by the square or folio, the number of lines or words constituting a square or folio. Fractional parts of an inch, square, or folio will be paid for at proportionate rates. Line rates are preferred, as they offer fewer opportunities for mistakes and misunderstandings in the settlement of bills.

h. Vouchers Vouchers covering bills for advertising in newspapers must prior to payment, be submited to the Assistant and Chief Clerk of the War Department. They will be prepared on W. D. Public Form No. 343, and forwarded in accordance with the instructions printed thereon. A disbursing officer is not authorized to pay bills for newspaper advertising when he is satisfied that the price exceeds the commercial rates charged to private individuals, with the usual discounts, notwithstanding the affidavit of the proprietors of the newspaper to the contrary. (1) Comp. Dec. 312).

i. Preparation of bids. Upon receipt of application from prospective bidders, the following will be furnished:

(1) Standard Form No. 20, STANDARD GOVERNMENT FORM OF INVITATION FOR BID. (See Par. 7*b*).
(2) Standard Form No. 22, STANDARD GOVERNMENT INSTRUCTIONS TO BIDDERS.
(3) Standard Form No. 21, STANDARD GOVERNMENT FORM OF BID.
(4) Standard Form No. 24, STANDARD GOVERNMENT FORM OF BID BOND.
(5) Standard Form No. 23, STANDARD GOVERNMENT FORM OF CONTRACT.
(6) Plans and specifications, upon receipt of deposit indicated on invitation for bids under (1) above.

j. Standard Forms. Instructions and requirements on Standard Forms are a part of these regulations.

7. COMPETITION BY DISTRIBUTION OF INVITATIONS FOR BIDS—*a. General.* Invitations for bids will be prepared on Standard Form No. 20, STANDARD GOVERNMENT FORM OF INVITATION FOR BIDS.

b. Method of numbering invitations for bids. For the purpose of identification, INVITATION FOR BIDS will be numbered in the upper right hand corner in one series, for each fiscal year, beginning with the first invitation for bids issued by each such office for the fiscal year. (For the fiscal year 1927, Standard Form No. 20 will be numbered in continuation of the series used on circular proposals for the fiscal year). The numbers will consist of the last two figures of the fiscal year, and the serial number of the invitation for bids. Thus No. 261 will indicate INVITATIONS FOR BIDS No. 1 procurable from funds for the fiscal year 1926.

c. Preparation of bids. Upon receipt of application from prospective bidders the following blank forms will be furnished:

(1) Standard Form No. 22, STANDARD GOVERNMENT INSTRUCTIONS TO BIDDERS.
(2) Standard Form No. 21, STANDARD GOVERNMENT FORM OF BID.
(3) Standard Form No. 24, STANDARD GOVERNMENT FORM OF BID BOND.
(4) Standard Form No. 23, STANDARD GOVERNMENT FORM OF CONTRACT.
(to be furnished only when the amount exceeds $500.00).

d. Standard Forms. Instructions and requirements on Standard Forms are a part of these regulations.

8. ADVERTISING REGISTER—Each United States Property and Disbursing Officer issuing Invitations for Bids will maintain a file of all such Invitations for Bids issued. To each file copy of the Invitations for Bids will be attached an abstract in the following form, which will show the number of the invitation, date of the invitation, date of mailing, date of opening, list of persons and firms to whom sent and their places of business (city or town); places where Invitations for Bids was posted and when published in newspapers, the names of the publications concerned, also notations as to whether bids were received:

Abstract of Invitations for Bids.

Invitation for Bids No.----------Office of U. S. P. & D. O. for----------
Date of mailing----------Date----------
Date of opening----------

To whom sent.			
Names	Place of business	Where posted	Bids received (Yes or No).

Published in newspapers.
(Indicate publication).

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9. OPENING AND RECORDING BIDS—*a. Opening of Bids.* Bids will be opened and read aloud at the time and place appointed for the opening (bidders having the right to be present) and each bid will then and there be numbered and entered on an abstract.

b. Bids to be numbered as vouchers to abstracts. Bids will be separately numbered as vouchers to the abstracts of bids.

c. Abstracts to be numbered. Abstracts of bids will bear serial numbers to permit accurate identification, and to permit verification of receipts of all abstracts prepared by any one Contracting Officer.

d. Inclosures to abstracts. A copy of the newspaper advertisement and invitation for bid will be attached to the abstract of bids, together with a copy of the abstract prepared for the Advertising Register. (See Par. 8). When solicitation for bids gave less than 10 days notice, the emergency which existed must be recorded in the abstract of bids. The reasons for award to other than lowest bidder must be stated on the Abstract of Bids.

e. Method of entering bids on abstracts. Pending adoption of appropriate blank forms, W. D., QMC Form No. 327, ABSTRACT OF PROPOSAL will be used by National Guard Contracting Officers. Each bid will be completely abstracted before another is taken up. The items of the bid or the quantities of different articles offered, prices at which offered, marks on samples, and dates of delivery, will be entered (only one bid on a line), in the proper columns in the order in which they are found on the bid. The designation of the bid, that is, its "No." and "Name of Bidder", will be entered only once on any page.

10. RECOMMENDATION OF AWARD—*a. Award to lowest bidder.* Except in rare cases, when the United States elects to exercise the right to reject bids, awards will be recommended to the lowest responsible bidder, provided that his bid is reasonable and that it is in the interest of the Government to accept it.

b. Award to other than lowest bidder. Where other than the lowest bid is recommended, a detailed statement as to the reasons for the acceptance thereof will be noted on the Abstract of Bids. (See Par. 9*d*, herein, and 6 Comp. Gen. 311).

c. Method of indicating award on abstract. The quantity recommended for award, and price, will be noted on the abstract of bids (W. D., QMC Form 327), in the column marked "Remarks", opposite the name of the bidder.

d. Recommendation of award to Chief, Militia Bureau. In projects involving more than $500.00, two copies of abstract of bids fully completed, containing recommendation for award and supported by one copy of each bid received, will be forwarded to the Chief, Militia Bureau, for approval. Bids received for projects involving $500.00 or less need not be submitted to the Militia Bureau.

11. APPROVAL OF AWARD—*a. Action by Chief, Militia Bureau.* The Chief, Militia Bureau, will advise State Adjutants General of his action on the Contracting Officer's recommendation of award. In the event of approval he will issue to the State Adjutant General the Militia Bureau Reservation of Funds to cover the amount of the accepted bid, (see Par. 1*b*), and will authorize the Contracting Officer to enter into an agreement with the successful bidder for the performance of the work.

b. Action by Contracting Officer. The successful bidder will be notified of award, either by letter or telegram, as soon as practicable after approval by the Chief, Militia Bureau, as provided in *a* above.

12. CONTRACTS. *a. General.* Agreements with successful bidders for construction or repair involving more than $500.00 will be executed on Standard Form No. 23, STANDARD GOVERNMENT FORM OF CONTRACT (CONSTRUCTION), and no deviation from this form is authorized except as provided in *b* below.

b. Changes in Standard Form No. 23. The words "of more than five hundred dollars" in line 6 of Article 3 will be deleted and the following entry will be made in Article 19: "Words 'of more than five hundred dollars' deleted from Article 3. Article 20 added".

The following article will be added:

Article 20. *Approval.* This contract shall be subject to the written approval of the Chief, Militia Bureau, or such other officer as he may designate, and shall not be binding until so approved.

c. Bond. A performance bond in the amount of not less than fifty per cent of the total consideration of the contract is required of the contractor with every contract for construction or repair work. Standard Form No. 25, STANDARD GOVERNMENT FORM OF PERFORMANCE BOND, will be used in all such cases.

d. Appoval by Chief, Militia Bureau. A contract for construction and repair work is not binding until approved by the Chief, Militia Bureau, or an officer designated by him. Immediately after the execution of the contract by the Contracting Officer and the contractor, the original, duplicate, and triplicate number will be sent to the Chief, Militia Bureau, for approval.

e. Standard Forms part of these regulations. Standard Forms Nos. 23 and 25, herein referred to and all instructions printed thereon, become a part of these regulations.

f. Copies required. Each contract will be executed in three numbers (original for contractor; duplicate for General Accounting Office: and triplicate for Chief, Militia Bureau), and three true copies thereof will be prepared. (For distribution of numbers and copies see Par. 15).

g. Abstract of agreement. In connection with each contract there will be prepared for attachment to the contract, Standard Form No. 1036, ABSTRACT OF AGREEMENT, for the purpose of establishing the fact of compliance with law and good business administration in respect to advertising, securing competition, acceptance of bid of the lowest responsible bidder, and execution of a lawful agreement. Reference will be made to the ABSTRACT OF AGREEMENT on all vouchers covering payments under the contract. The ABSTRACT OF AGREEMENT has been provided for the purpose of summarizing in brief and handy form the contents of the contract to which it is attached. The printed instructions on Standard Form No. 1036 become a part of these regulations.

h. System of numbering contracts. All contracts will, beginning with the first contract issued on and after this date, be numbered as follows:

(1) The letter "W", to indicate War Department.
(2) The official code number indicating the State, Territory, or District of Columbia.
(3) The letters "mb," to indicate Militia Bureau, followed by a hyphen and the serial number of the contract commencing with No. 1, and continuing in succession indefinitely without reference to fiscal year.

Example: W 16 mb-10, indicates the tenth contract entered into by the National Guard Contracting Officer for Alabama.

Note: Contracts for construction projects and contracts for the procurement of supplies are numbered in the same series.

i. Evidence of lowest bid. In cases where the lowest bid has been accepted the Contracting Officer will attach to the number of the contract for the General Accounting Office a certificate of this fact. (See also Par. 10*b*.).

13. PURCHASE ORDERS. *a. General.* Agreements with successful bidders for construction and repair work involving $500.-00 or less, will, pending the adoption of appropriate blank forms, be executed on W. D. QMC Form No. 308, PURCHASE ORDER.

b. Bond. The requirement of a performance bond is optional with the Contracting Officer.

c. Approval. Purchase orders do not require the approval of the Chief, Militia Bureau.

d. Copies required. Each purchase order will be prepared in triplicate. (For distribution of copies see Par. 15).

e. Abstract of agreement. In connection with each purchase order there will be prepared for attachment Standard Form No. 1036, ABSTRACT OF AGREEMENT, as provided in Par. 12*g*, herein.

f. System of numbering purchase orders. There is no prescribed method of numbering purchase orders issued for construction and repair work involving $500.00 or less.

14. PROCUREMENT BY "PURCHASE AND HIRE" METHOD. *a. Definition.* "Purchase and hire" method of construction is defined as the method whereby material and supplies are procured with or without competition, and the work is performed by the hire of day labor under the supervision of the Contracting Officer.

b. Projects not exceeding $500.00. Where the aggregate of the amount involved does not exceed $500.00, this method may be employed whenever in the opinion of the Contracting Officer no advantage can be gained to the Government by procuring the services of a contractor.

c. Projects exceeding $500.00. Where the aggregate of the amount involved exceeds $500.00, this method will not be employed without authority of the Chief, Militia Bureau. Whenever in such cases, it is the opinion of the Contracting Officer that an advantage can be gained to the Government by the employment of this method, all facts supporting such opinion will be submitted to the Chief, Militia Bureau, for his action. Generally, such opinion cannot be supported until it is found that bids received in competition are excessive, and in such cases as itemization of the estimated cost of the employment of labor and procurement of material and supplies will be submitted, together with bids received for the project. In any case, the procurement of supplies and material must be accomplished by competition, unless the amount involved and the existing conditions justify procurement without competition.

15. DISTRIBUTION OF DOCUMENTS. The documents enumerated below will be distributed as indicated:

(a) *To the Assistant Secretary of War, Room 1007, Munitions Bldg., Washington, D. C.* (1) *At time of issue.* One copy of INVITATIONS FOR BIDS, showing the estimated cost of the project, and supported by copy of newspaper ADVERTISEMENT. (See Pars. 6 and 7).

(2) *When award is approved.* One copy of ABSTRACT OF BIDS. (See Par. 9).

(b) *To Chief, Militia Bureau.* (1) *At time of issue.* One copy of INVITATION FOR BIDS. (See Par. 7).

(2) *When recommendation of award is made.* Two copies of ABSTRACT OF BIDS fully completed, containing recommendation for award, and supported by one copy of each bid received. One copy will be returned to the State Adjutant General and will be re-submited with executed numbers of contract for delivery to the General Accounting Office. (See (d) below). (See also Par. 9).

(3) *When award is approved.* Three numbers of executed CONTRACT, supported by all attachments referred to therein. When approved, the original number will be returned to the State Adjutant General for delivery to the Contractor (See (e) below), and the duplicate number will be mailed direct to the General Accounting Office (see (d) below). (See also Par. 12).

(c) *To Returns Office, Interior Department, Washington, D. C.* One copy of the CONTRACT will be forwarded directly to the Returns Office by the Department of the Interior, Washington, D. C., by the United States Property and Disbursing Officer as soon as possible after the contract has been made and approved and within 90 days after approval, together with one original of all BIDS, and by copy of the newspaper ADVERTISEMENT; all of which will be fastened together with a ribbon and seal and numbered in regular order, with the affidavit of the Contracting Officer that the copy of the contract is an exact copy and that the contract was made without any benefit or advantage to himslef. (See Pars. 14, 6 and 7).

(d) *To General Accounting Office, Washington, D. C.*—(1) *Contract.* One number of executed CONTRACT, supported by all attachments referred to therein, together with ABSTRACT OF AGREEMENT, and ABSTRACT OF BIDS, will be mailed direct to the General Accounting Office by the Chief, Militia Bureau, if same is found to be correct in form, otherwise all numbers of the contract will be returned to the State for correction before distribution is made (see (b-2) and (b-3) above). Abstract of bids may be omitted from the copy of the contract prepared for the General Accounting Office when the award is made to the lowest bidder (see also Pars. 12, 12*g*. and 9).

(2) *Purchase orders.* One copy of the PURCHASE ORDER together with ABSTRACT OF AGREEMENT (and ABSTRACTS OF BIDS, if any), will be attached to the first voucher on which payment is made. On all subsequent vouchers reference will be made to the voucher number to which the purchase order was attached. (See Par. 13).

(e) *To Contractor.*—(1) *Contract.* One number of executed CONTRACT supported by all attachments referred to therein. (See Par. 12).

(2) *Purchase Order.* The original copy of the PURCHASE ORDER, supported by all attachments referred to therein. (See Par. 13).

(f) *To U. S. Government Advertiser, 511 Eleventh Street, N. W., Washington, D. C.* One copy of INVITATION FOR BIDS. (See Par. 4*a*).

(g) *U. S. Employees Compensation Commission, Washington, D. C.* In case the contractor is designated as an agent of the United States, one copy of the CONTRACT will be sent immediately upon execution to the U. S. Employees Compensation Commission, Washington, D. C.

(h) *United States Property and Disbursing Officers.* One complete set of all documents will be retained by the United States Property and Disbursing Officer.

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lieut. Col., Inf., M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington.

CIRCULAR NO. 5
A-3

February 23, 1927.

CHANGES IN NATIONAL GUARD REGULATIONS GOVERNING PAY OF OFFICERS NOT BELONGING TO ORGANIZATIONS.

1. On January 18, 1927, the Secretary of War approved NGR 45 and NGR 58. These pamphlets are to be published and distributed in the near future. Pending the publication and distribution of these pamphlets, the following provisions thereof are published as changes to the indicated paragraphs of National Guard Regulations 1922, and will become effective April 1, 1927.

a. Rescind paragraphs 445 (i), (j), (k), 449, 452, NGR 1922, as amended by Changes No. 14 and substitute therefor:

APPROPRIATE DUTIES FOR OFFICERS NOT BELONGING TO ORGANIZATIONS. "Appropriate duties" referred to in Section 109, National Defense Act, for general and field officers, and captains and lieutenants not belonging to companies, are those various military duties prescribed by law and regulations, and those assigned from time to time by proper military authority. While the appropriate duties of general and field officers, and captains and lieutenants not belonging to companies, should ordinarily pertain to the officer's grade, branch or assignment, attendance at the assemblies of line companies, or other organizations, for participation in training or imparting special instructions tends to add to the military knowledge of such officers, and where the assignment of such duties is authorized by proper military authority, the duties so assigned may be considered appropriate duties within the meaning of the laws and regulations. The aggregate of these appropriate duties for any given period of time will be commensurate with those training duties required by law for officers belonging to companies. They are exclusive of the "Administrative functions" specifically referred to in Section 109, National Defense Act, and set forth in paragraph 67 herein.

Note: This paragraph sets up the requirements for the classes of officers mentioned on the basis of their "appropriate duties" as prescribed in the paragraph.

b. Rescind paragraph 928 (b), (c), (f) NGR 1922 as amended by Changes No. 9, 14 and 16, and paragraph 929, NGR 1922 as amended by Changes No. 14 and 16, and substitute therefor:

OFFICERS ABOVE THE GRADE OF CAPTAIN. For satisfactory performance of his appropriate duties, as defined in

Par. 21, NGR 45 and evidenced by the authorized certificate on a pay roll (see NGR 59), each officer above the grade of captain, in armory drill pay status, shall receive armory drill pay at the rate of $500.00 per year, computed on the basis of one-twelfth annual pay per month.

OFFICERS BELOW THE GRADE OF MAJOR NOT BELONGING TO ORGANIZATIONS. For satisfactory performance of his appropriate duties, as defined in Par. 21, NGR 45 and evidenced by the authorized certificate on a pay roll (see NGR 59) each officer below the grade of major, not belonging to an organization. in armory drill pay status, shall receive armory drill pay at the rate per month of four-thirtieths of the monthly base pay of his grade stated in paragraph 4 above.

Note: Since the certificates of the instructor is the determining factor in arriving at the amount of pay for which an officer of the classes indicated has qualified, it will be necessary for instructors to determine the percentage of appropriate duties which have been satisfactorily performed under the new provisions. For example:

Once the duty has been determined to have been "appropriate" under par. 21, NGR 45, the instructor must determine as to its satisfactory performance over any given period of time. If duties were assigned for the period of one month and were "satisfactorily performed" for one half of that period the officer would be qualified in 50 per cent of his appropriate duties, and entitled to but 50 per cent of his maximum pay. If the duties were performed for half a month but were not satisfactorily performed during even that time, the officer would not have qualified in any of his duties and would therefore not be entitled to any pay.

2. Another point to be borne in mind is that pay for officers below the grade of major not belonging to organizations *accrues from day to day.* Since the maximum is four-thirtieths of the base pay of the grade, if an officer is in an armory drill pay status for the entire month and satisfactorily performs his appropriate duties during that time, he is entitled to all of his pay. If, however, he is in an armory drill pay status for but 16 days in the month, but satisfactorily performs his appropriate duties during those 16 days he is entitled to sixteen-thirtieths of four-thirtieths of his base pay. Again, if he is in an armory drill pay status for 16 days and it is determined that he satisfactorily performs his appropriate duties during but one half that time, he is entitled to but 50 per cent of sixteen-thirtieths of four-thirtieths of his base pay.

3. It is believed that by liberalizing the requirements for qualification for pay for officers not belonging to organizations many of the difficulties heretofore encountered will be removed.

4. Paragraph 928 (d) (1) NGR 1922 as amended by Changes No. 16, is amended as indicated below:

a. Add the following new units, included for the first time for administrative pay:

CAVALRY:

Headquarters Detachments. Cavalry Divisions (when complete Detachment recognized at one station)—Class D.
Headquarters Detachments, Special Troops, Cavalry Division—Class G.
Headquarters Detachments, Cavalry Squadron—Class E.
Headquarters Detachments, Cavalry Machine Gun Squadron—Class D.

COAST ARTILLERY:
Headquarters Detachments, Battalion
2 Battery Battalions—Class G.
3 and 4 Battery Battalions—Class F.
Battalion Headquarters Batteries, 75-mm Gun, Tractor Drawn or Portee—Class D.

INFANTRY:
Headquarters Detachments, Infantry Divisions (when complete detachment recognized at one station)—Class D.
Headquarters Detachments, Special Troops, Infantry Division—Class G.

MEDICAL DEPARTMENT:
Squadron—Class A.
Headquarters Detachments, Medical Squadrons—Class G.
Collecting Troops, Medical Squadrons—Class D.
Ambulance Hospital and Veterinary Troops, Medical Squadrons—Class C.

QUARTERMASTER CORPS:
Headquarters Detachments, Trains, Infantry Divisions—Class F.
Headquarters Detachments, Trains, Cavalry Divisions—Class G.

b. Change designation of old units as follows:

COAST ARTILLERY:
"Battalion Headquarters Detachment and Combat Trains of 155-mm Gun Regiments", changed to *Battalion Headquarters Batteries and Combat Trains*, of 155-mm Gun Regiments—Class A.

FIELD ARTILLERY:
"Battalion Headquarters Detachments and Combat Trains (75-mm Gun—Horse Drawn, Motorized and Portee; 155-mm Gun Howitzer and 6" Gun)—Class D," changed to *Battalion Headquarters Batteries and Combat Trains* etc.

MEDICAL DEPARTMENT:
"Collecting and Ambulance Companies, Animal Drawn Medical Regiments—Class B", changed to *Collecting Companies, Medical Regiments—Class B.*
"Ambulance Companies (motor) of Medical Regiments—Class D", changed to *Ambulance Companies, Animal Drawn or Motor, Medical Regiments—Class C.*
"Medical Supply, and Medical Laboratory Sections. (If not incorporated in Service Companies of Medical Regiments)—Class G", *no longer authorized.*
"Veterinary Companies of Medical Regiments—Class E, changed to *Veterinary Companies, Medical Regiments—Class D.*
"Veterinary Companies, Special Troops, Cavalry Divisions—Class D", *no longer authorized.*
"Ambulance Companies (Animal Drawn), Special Troops Cavalry Divisions—Class A", *no longer authorized.*

ORDNANCE DEPARTMENT:
"Ordnance Companies of Infantry and Cavalry Divisions—Class E", changed to *Ordnance Companies, Infantry and Cavalry Divisions, Class D.* (MB 240.91 Gen-72).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lieut. Col., Inf., M. B.,
Assistant.

9. The index to Militia Bureau Circulars, 1926 Series is published herewith as a matter of convenience in locating subjects and to complete the Series.

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By order of JOHN S. FISHER,
Governor and Commander-in-Chief,

F. D. BEARY,
The Adjutant General.

Official:

.....
Adjutant.

COMMONWEALTH OF PENNSYLVANIA,
THE ADJUTANT GENERAL'S OFFICE,
Harrisburg, Pa., *June 11, 1927.*

Bulletin No. 2.

1. The following communication of the War Department relative to qualifications for reappointments in the Officers' Reserve Corps, is published for the information and guidance of all concerned:

WAR DEPARTMENT
The Adjutant General's Office
Washington

February 18, 1927.

Subject: Qualifications for reappointment in the Officers' Reserve Corps.

To: Each Corps Area and Department Commander, each Chief of Branch, and to the Chief, Militia Bureau.

1. For the purpose of providing a uniform system of credits for hours of duty performed by officers of the Officers' Reserve Corps, not members of the federally recognized National Guard as a requisite for re-appointment in the Officers' Reserve Corps in accordance with the requirements (Sec. VI, AG .008 ORC (5-8-26) Res., dated January 10, 1927), the following shedule of credits will govern:

Subject	Hours of Credit
(a) Correspondence school courses.	As announced in War Department orders for each sub-course upon satisfactory completion of examination.
(b) Attendance at classes on an inactive status.	As prescribed by corps area commanders and not to exceed 1 hour for each class. Time actually spent in class only to be counted.
(c) Inactive duty training with Regular Army troops.	Not to exceed 4 hours per day for each full day of duty to be certified to by the commanding officer of the troops.
(d) Each full day of active duty.	4 hours.
(e) Inactive duty training with National Guard troops.	Actual hours not to exceed 4 hours per day to be certified to by the commanding officer of the National Guard unit.
(f) For warrant officers, enlisted men on active list of the Regular Army.	60 hours credit for each year of the period of his current appointment in the Officers' Reserve Corps while a member of the Regular Army in which his character is excellent, to be certified to by his commanding officer.
(g) Administrative work as a member of a court or board convened by orders of the corps area commander.	As prescribed by corps area commander but not over 4 hours per day.
(h) Reserve officers acting as instructors at unit schools.	Twice the credit given to the student but not to exceed 4 hours per day.

(i) Medical officer conducting physical examination.	½-hour per examination but not to exceed 4 hours per day.
(j) Practical test for certificate of capacity when not earned in the same appointment period as the other requirements for certificates of capacity.	Actual hours consumed in conducting practical test.
(k) Air Corps Reserve Officers who fly on inactive status.	Time and a half credit for all time spent in flying.

2. To be given reappointment based upon a certificate of capacity, this certificate must be completely earned during the current appointment period, otherwise officer will receive credit for hours as provided for in 1, above.

3. Physical examination for reappointment of field officers will be required for all such reappointments effective on and after July 1, 1927. It is desired that reports of physical examination in all such cases be forwarded by the corps area commander concerned so as to reach this office not later than sixty days prior to date of expiration of apointment and by the department commander concerned so as to reach this office not later than ninety days prior to expiration of appointment.

By order of the Secretary of War:

(Sgd) ROBERT C. DAVIS,
Major General,
The Adjutant General.

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2. The following communication of the Militia Bureau relative to "flying pay," is published for the information of all concerned:

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

March 31, 1927.

Subject: "Flying Pay"—Extracts of the Executive Order of March 11, 1927.

To: Corps Area Commanders, State Adjutants General, Instructors and Air Corps Personnel Concerned.

1. On March 11, 1927, the President issued an Executive Order in furtherance of an Act of Congress approved July 2, 1926, relative to increased pay for personnel of the Army, Navy, Marine Corps, Coast Guard and National Guard when by orders of competent authority they are required to participate regularly and frequently in aerial flights. Section 6 of the Act above mentioned says in part:

"* * * Officers, warrant officers and enlisted men of the National Guard participating in exercises or performing duties provided for by Sections 92, 94, 97 and 99 of the National Defense Act, as amended, shall receive an increase of 50 per centum of their pay when by orders of competent authority they are required to participate regularly and frequently in aerial flights."

2. The Executive Order in furtherance of the above Act is effective for the National Guard on April 1, 1927, and some of its provisions will appear finally in appropriate sections of NGR 45 and 58. Pending publication of these regulations certain paragraphs of the

Executive Order are quoted below with explanatory notes. They are numbered as they are in the Executive Order but are rearranged to bring out in more connected form the specific requirements for the National Guard, and are published herein for the information and guidance of all concerned:

Classes Entitled to Flight Pay—"Par. 9. Officers, warrant officers and enlisted men of the National Guard who come within the following classes will be considered as on duty requiring them to participate regularly and frequently in aerial flights, and no further orders requiring participation regularly and frequently in aerial flights will be rendered for those enumerated in (a), (b), (c) and (e):

(a) Officers and warrant officers belonging to Air Corps organizations of the National Guard who by applicable tables of organization are classified pilots or observers.

(b) Enlisted men belonging to Air Corps organizations of the National Guard who by applicable tables of organization are classified as flight chiefs, crew chiefs, or master photographers.

(c) Officers of the Medical Corps attached to Air Corps organizations of the National Guard, who by applicable tables of organization are classified as flight surgeons.

(d) In addition to the above, such officers, warrant officers and enlisted men belonging to or attached to Air Corps organizations of the National Guard as may be detailed to such duty by written orders issued by the senior Air Corps commander of each State: Provided, that the number of additional enlisted men so detailed in any organization shall not exceed 10 per centum of the maintenance enlisted strength of such organization including attached personnel.

(e) Officers, warrant officers and enlisted men, who, under authority of the Secretary of War are in attendance at a course of instruction in aircraft pilot duties, aircraft observer duties, or flight surgeon duties at a service school."

Aerial Flight.—"Par. 1 (f). The term 'aerial flight' is defined as a journey in an aircraft. It begins when the aircraft takes off from rest at any point of support and terminates when it next comes to a complete stop at a point of support."

Flying at Field or Supplemental Training.—"Par. 10. For personnel of the * * * National Guard when participating in exercises or performing duties provided for by Sections 94, 97 and 99 of the National Defense Act as amended, who are required by competent authority to participate regularly and frequently in aerial flights, the following requirements are prescribed: Provided, that any officer, warrant officer or enlisted man who has been required to participate regularly and frequently in aerial flights by orders of competent authority and who as a result of such orders has participated regularly and frequently in aerial flights, as defined in this Executive Order, and who subsequently becomes incapacitated for flying by reason of an aviation accident shall not be required to perform such aerial flights during such incapacity for a period not to exceed three months following the date of said accident:

(a) During one calendar month:	10 flights totaling at least 3 hours, or in lieu thereof to be in the air a total of 4 hours.
(b) During 2 consecutive calendar months, when the requirements of sub-paragraph (1) above, have not been met.	20 flights totaling at least 6 hours, or in lieu thereof to be in the air a total of 8 hours.

(c) During 3 consecutive calendar months, when the requirements of sub-paragraph (2) above, have not been met.	30 flights totaling at least 9 hours, or in lieu thereof to be in the air a total of 12 hours."

"Par. 10 (d). For fractions of a calendar month the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to a full calendar month."

"Par. 10 (e). For fractions of two consecutive calendar months the period in question shall be considered as a unit and the number of aerial flights and time in the air required shall bear the same ratio to the number of aerial flights and time in the air required for a full calendar month as the period in question bears to a full calendar month."

"Note: The above requirements for any particular period may be met at any time during such period."

Flying at Armory Drills.—"Par. 11. Each officer, warrant officer or enlisted man of the National Guard who is in an armory drill pay status and who is required to participate regularly and frequently in aerial flights shall make at least 4 aerial flights totaling 72 minutes, or be in the air in lieu thereof a total of 96 minutes during a calendar month."

"Par. 11 (a). Such required flights may be made at ordered drills of the Air Corps organization to which such officer, warrant officer or enlisted man belongs or is attached, or when so authorized by the senior Air Corps commanding officer of the State, at any time during the calendar month in question."

"Par. 11 (b). For fractions of a calendar month, the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to the entire month."

"Par. 11 (c). The duties prescribed above shall be in addition to any other duty or duties which may be required of such officers, warrant officers and enlisted men while in attendance at assemblies for drill and instruction, and while participating in exercises or performing duties provided for by Sections 94, 97 and 99 of the National Defense Act, as amended."

"Note: The above requirements for any particular period may be met at any time during such period."

Aviation Accident.—"Par. 1 (j). The term 'aviation accident' as used in these regulations shall be construed to mean an accident in which an officer, warrant officer or enlisted man who is required to participate regularly and frequently in aerial flights is injured while an occupant of an aircraft or as the result of jumping from, being thrown from or being struck by an aircraft or any part or auxiliary thereof."

Suspensions.—"Par. 12. A commanding officer shall suspend from flying, any officer, warrant officer, or enlisted man under his command, who, in his opinion, is unfit for flying, except as a result of an aviation accident. Such action shall be reported with the reasons therefor for confirmation to the authority who issued the order requiring the officer, warrant officer or enlisted man to participate regularly and frequently in aerial flights. The confirmation of such action shall have the effect of suspending the order to participate regularly and frequently in aerial

flights of the officer, warrant officerr or enlisted man concerned from the date such suspension from flying was made. When any officer, warrant officer or enlisted man so suspended from flying, becomes, in the opinion of his commanding officer, again fit for flying, the commanding officer shall revoke his suspension from flying and such action shall be reported, with reasons therefor, for confirmation to the authority who confirmed the suspension from flying; the confirmation of such revocation shall have the effect of terminating the suspension of the officer, warrant officer, or enlisted man concerned from the date of such revocation by his commanding officer. Provided that in the case of suspension from flying by reason of sickness or injury incurred in line of duty and the suspension is subsequently removed, such suspension shall be considered as nullified from its beginning and the individual concerned shall be entitled to increased pay for flying provided the requirements of paragraph 10 above are complied with."

(Note: 1. The above paragraph, when read in connection with paragraphs 10 and 11, means that, *except for incapacity resulting from an aviation accident which occurred while undergoing training under Sections 94, 97 or 99, National Defense Act, as amended,* any individual shall be suspended by the Senior Air Corps Commander of the State when in his opinion he is unfit for flying. This suspension, except for those enumerated in par. 9 (d) of the Executive Order, must be confirmed by the State Adjutant General. The exception in the case of an *aviation accident* is granted because of the proviso in paragraph 10 which expressly excuses an individual so injured from performing the flights required under the paragraph.

a. Incapacity Incurred at Armory Training. (1) If an individual is injured *in line of duty while participating* in an aerial flight in an armory drill pay status, he is entitled to the pay and allowances, including hospitalization, that he would receive if the injury were incurred while he was on field or supplemental training. (See par. 8 NGR 62). The injury so received comes within the definition of "aviation accident" as used in the Executive Order. Paragraph 10 requires "suspensions" for all incapacity *except as a result of an aviation accident.* Since no suspensions can be given as a result of an aviation accident, and since an individual can "make up" flying only when a "suspension" has been removed, it follows that an individual injured in an armory drill flight, although entitled to pay and allowances, is not entitled to make up any flying, and therefore can not qualify for flying pay.

(2) If an injury was received or sickness incurred while in an armory drill pay status in line of duty but *not while participating in an aerial flight,* and suspension follows, the individual is *not* entitled to pay and allowances during the period of his incapacity. Therefore, when the suspension is revoked as required above he is not permitted to make up the flights he was deprived of making by reason of his incapacity because "flight pay" is based on a base pay status. The suspension, in this case, acts merely to release an individual temporarily from requirements which he is unable to meet.

b. Incapacity Incurrend while Undergoing Training under Sections 94, 97 or 99, National Defense Act (Field or Supplemental Training). (1) If an individual is incapacitated as a result of an *aviation accident,* under paragraph 10 above quoted, he is *not required to perform the flights*

required by that paragraph during the period of his incapacity, provided it does not exceed three months from the date of the injury, and during the period of actual incapacity he will receive the pay and allowances including hospitalization as authorized by par. 8, NGR 62, and in addition the 50 per cent increase authorized for flying.

(3) If an individual is incapacitated by reason of sickness or injury in line of duty *which does not come within the meaning of an "aviation accident,"* he shall be suspended from flying by the Senior Air Corps Commander of the State, the suspension to be confirmed by the State Adjutant General. During the period of incapacity he is entitled to the pay and allowances, including hospitalization as authorized in par. 8, NGR 62. When the suspension is removed by the Senior Air Corps commander and the removal confirmed by the State Adjutant General, the individual may "make up" his flying by performing the flights required by paragraph 10, above quoted, and for such flights he shall receive the 50 per cent increase authorized, which in this case is based on the base pay of his grade for field or supplemental training.)

Definitions.—"Par. 1 (g). The term 'continuous journey by air' is defined as any journey made in an aircraft by orders of competent authority, from and return to the place of initial departure or to other final destination specified in the orders, which requires one or more landings, provided that any stop, except that due to necessary delay, in any one locality does not exceed seventy-two hours."

"Par. 1 (i). The term 'necessary delay' is defined as a delay incident to one or more of the following conditions during a continuous journey by air:

(1) Unfavorable weather conditions.

(2) Necessary repairs to aerial equipment."

Allowance.—"Par. 14. When traveling in a continuous journey by air on duty without troops, under competent orders, actual and necessary expenses not to exceed $8.00 per day, shall be paid to officers * * * warrant officers and enlisted men of the * * * National Guard. When traveling by air under competent orders, to and from encampments held under Section 94, National Defense Act, officers, warrant officers and enlisted men of the National Guard shall be reimbursed as provided herein."

(Note: The Travel "without troops" mentioned above is travel "as individuals under the provisions of Sections 97 and 99, National Defense Act, as amended." Orders for travel by air to and from encampments held under Section 94, National Defense Act, and for travel of individuals under Sections 97 and 99, National Defense Act, will be issued by State Adjutants General upon receipt of approval for such travel from the Chief, Militia Bureau. Requests for Reservation of Funds will be submitted to the Chief, Militia Bureau, whenever travel by air to and from encampments is deemed necessary. "Travel by air" as used herein contemplates a status which authorizes the reimbursement of $8.00 per day for actual and necessary expenses, and requires the approval of the Chief, Militia Bureau. If this approval is not requested by the State Adjutant General or if such request is made but is not granted by the Chief, Militia Bureau, airplanes may be used for travel but individuals so using them are not entitled to the reimbursement authorized in paragraph 14

above. The items for which reimbursement is authorized are now listed in AR 35-4820 and, together with the procedure necessary to insure their payment (now covered in AR 35-1340 and AR 35-5020), will be quoted in NGR 58 when finally approved for publication.)

3. In order to obtain the aerial flight pay authorized in the above quoted paragraphs of the Executive Order there are certain requirements for preparation of pay rolls and pay vouchers which must be followed. These requirements are contained in the paragraphs quoted below, which will appear in NGR 59—"Pay Rolls and their Preparation"—when published, and are given here for the information and guidance of all concerned.

"*a.* Each individual listed will be carried on the pay roll with the remark that he is on 'flying duty' and given his flying rating, and in the case of individuals detailed to flying duty, the pay roll remark will state that he is on 'flying duty,' and a certified copy of the written order detailing him will be attached."

"*b.* In addition to the requirements under *a* above, a schedule of flights will be recorded on the pay roll, for each member of the National Guard entitled to aerial flights pay. The schedule of flights will show the date, hour and duration of each flight as follows:

Oct.	Nov.	Dec.
3—3:30 p.m. 2 min.	7—2:30 p.m. 30 min.	5—2:45 p.m. 23 min.
10—4:10 p.m. 30 min.	14—3:05 p.m. 26 min.	5—3:15 p.m. 40 min.
17—3:10 p.m. 20 min.	28—3:50 p.m. 20 min.	19—3:30 p.m. 42 min.
24—4:30 p.m. 32 min.	30—4:03 p.m. 24 min.	"

"*c.* *Certificate.*—The following certificate, accomplished by the Air Corps commander, will be attached to each pay roll covering aerial flights pay:

'I certify that the officers, warrant officers and enlisted men listed hereon as on "flying duty," were, on the dates on which they are credited with making aerial flights, not under suspension from the requirement to participate regularly and frequently in aerial flights; and that they actually participated in aerial flights as stated in the entries after their respective names (or attached hereto) whenever aerial flights in connection with Armory Drills are made at periods other than at ordered drills, the authority issued by the Senior Air Corps commander for such flights should be in writing, and must be attached to the pay roll.'"

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

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3. The following instruction letter of Headquarters Third Corps Area relative to improper functioning of practice hand grenades, is published for guidance of National Guard officers:

HEADQUARTERS THIRD CORPS AREA
United States Army
Baltimore, Maryland

May 16, 1927.

Subject: Improper functioning of Practice Hand Grenades Mk II.

To: Commanding Officers all camps, posts and stations, USP&DO's of National Guard, and Professors of Military Science & Tactics of ROTC Units, in Third Corps Area.

1. The following letter, file 00 471.611/721 dated April 21, 1927,

from the office of the Chief of Ordnance, is quoted for your information and compliance:

"Several complaints have been received in this office relative to the improper functioning of the practice hand grenades, Mk II. Failures so far reported are primarily due to failure of the bouchon and detonator assemblies to function properly.

In order that this office may determine whether or not the complaints received to date are generally representative of all stocks of these grenades now in use it is requested that any cases of improper functioning of this type grenade within your territory be reported to this office in detail in order that steps may be considered to take the necessary corrective action in this matter."

2. The report asked for above should be forwarded this headquarters at the earliest practicable date.

By command of Major General MacArthur:

D. Y. BECKHAM,
Lt. Colonel, Adjutant General's Dept.,
Assistant Adjutant General.

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4. The following Circular of the War Department is published for information and guidance of all concerned:

(Cir. 15.)
Circular No. 15.
WAR DEPARTMENT,
Washington, April 14, 1927.

	Section
Issue of U. S. rifle, cal. .22	I
Lengthening of straps on artillery harness	II
Reinstatement and conversion of War Risk Insurance	III

I—Issue of U. S. rifle, cal. .22—1. Section I, Circular No. 48, War Department, 1925, relating to the foregoing subject, is rescinded.

2. The provisions of Circular No. 58, War Department, 1923, as amended by Section III, Circular No. 41, and Section I, Circular No. 52, War Department, 1925, and by Section V, Circular No. 2, War Department, 1926, will govern the issue of the U.S. rifle, cal. .22.

3. Requisitions may be submitted to fill existing deficiencies.

(A.G. 474.3(3-29-27).)

II—Lengthening of straps on artillery harness.—1. All loin straps of both lead and wheel sets and the hip straps of lead sets of artillery harness now in storage at posts, or in the hands of Field Artillery organizations will be lengthened four inches.

2. This change will be made locally by organizations in the following manner: Cut off the pointed ends of straps (approximately 1⅞″), skive the end on the flesh side for a distance of 2½ inches. Use a piece of leather the same width and thickness as the part to be lengthened, approximately 8½ inches long, point one end for a distance of 1⅞ inches, skive the opposite end on grain side 2½ inches. Place this piece in position on strap to be lengthened and secure with two (2) rows of stitching lengthwise. The lap formed in this manner should be of the same thickness as the original strap.

(A.G. 455 (3-28-27).)

III—Reinstatement and conversion of War Risk Insurance.—The following letter from the Director, United States Veterans Bureau, dated April 5, 1927, is published for the information and guidance of all concerned:

"Sir:

I have the honor to advise you that yearly renewable term (war time) insurance will cease on July 2, 1927.

It is therefore necessary that officers and enlisted men who desire to continue insurance protection with the Government convert their insurance on or before July 2, 1927, into one or more of the seven plans of level premium insurance issued by the Government. In cases where the term (war time) insurance has lapsed, it may be reinstated and converted in accordance with Bureau regulations provided the applicant is in good health and makes tender of an amount sufficient to cover one monthly premium on the term insurance and the first monthly premium on the converted policy. This matter is covered by Bureau Regulation 145, published July 28, 1926.

The Veterans Bureau has prepared for distribution Form 752, entitled 'Information Regarding United States Government Life Insurance' which explains the seven plans of level premium insurance and the important features of Government policies, it also gives the premium rates on all plans. Copies of this form and also copies of Regulation 145 will be furnished upon request.

It is requested that all members of the Military Forces whose term (war time) insurance is in force but has not been converted to a level premium policy, or whose insurance is in a state of lapse, be informed of the short time left in which to effect conversion or reinstatement and conversion."
(A.G. 004.61(4-5-27).)

By order of the Secretary of War:

C. P. SUMMERALL,
Major General,
Chief of Staff.

Official:
ROBERT C. DAVIS,
Major General,
The Adjutant General.

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5. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

Marh 14, 1927.

CIRCULAR NO. 7.
B.

CHANGES IN PARAGRAPH 163, NGR 1922.

Pending publication of National Guard Regulations 20, paragraph 163, National Guard Regulations, 1922, as amended by Changes No. 8, is rescinded and the following substituted therefor:

HEADQUARTERS OFFICERS OF SPLIT REGIMENTS, BRIGADES and DIVISIONS.—The allotment and appointment of commanders and their staffs of the headquarters of split regiments,

brigades and divisions will not be limited to a single State, but will be made only after specific allotment by the Chief, Militia Bureau, in accordance with the following provisions:

a. Allotments.—(I) *Comprising more than one corps area.*—When more than one corps area is involved, the allotment of commanders and their staffs will be made by the Chief, Militia Bureau, without reference to the following provisions of this paragraph.

(2) *In proportion to strength.*—In general, allotment of positions in the staff of a regiment, brigade or higher unit will be made to States in proportion to the strength furnished by them to the unit.

(3) *Recommendations.*—The governors of the several States and the corps area commanders concerned will, whenever a vacancy exists, make recommendations as to the allotment to the Chief, Militia Bureau, who will take final action thereon.

(4) *Commander allotted first.*—In general, staff vacancies in any such unit will not be allotted until a commander of the unit has been recognized.

(5) *Reallotments.*—Vaeancies occurring in allotted positions will be subject to reallotment by the Chief, Militia Bureau, and in each case the recommendations of the States and the corps area commander concerned will be obtained as for an original allotment.

b. Appointments.—Appointment of a commander or staff officer of a regiment, brigade or division, will be made by the Governor of the State concerned upon notification by the Chief, Militia Bureau, of the allotment of the particular position to his State. (MB 325.11 New NGR-2.)

By order of the Secretary of War:

JOHN W. GULICK,
Colonel, Coast Artillery Corps,
For and in the absence of the
Chief, Militia Bureau.

Official:
A. W. BRADBURY.
Lieut. Col. Inf., M. B.,
Assistant.

WAR DEPARTMENT
Militia Bureau.
Washington

March 23, 1927.

CIRCULAR NO. 8.
A-5.

Section
I. "APPROPRIATE DUTIES" (INTERPRETATION OF PARAGRAPH 1a. M. B. CIRCULAR NO. 5—February 23, 1927).

II. EFFICIENCY REPORTS.

I. *"Appropriate Duties (Interpretation of Paragraph 1a, M. B. Circular No. 5—February 23, 1927).*

1. The following indorsement was recently prepared in answer to a request from an instructor regarding the interpretation of paragraph 1a, M.B. Circular No. 5, February 23, 1927, and is quoted for the information and guidance of all concerned. This paragraph, which

will later appear in NGR 45, defines "Appropriate Duties" for all officers not belonging to organizations which may be performed in order to qualify those officers for armory drill pay. The instructor asked whether the regulation authorized a Medical officer to attend drill with a line organization in lieu of attendance at an assembly of his own organization or the performance of medical duties. The answer to the query follows:

"*a.* (1) Par. 1 *a*, M. B. Circular No. 5, February 23, 1927, stated that 'attendance at the assemblies of line companies, or other organizations, *for participation in training or imparting special instruction* tends to add to the military knowledge of such officers, and *where the assignment of such duties is authorized by proper military authority*, the duties so assigned may be considered appropriate duties within the meaning of the laws and regulations.' (Italic supplied).

(2) A medical officer could qualify for pay under the above regulation only if he were ordered by proper military authority to attend the assembly of a line company and did attend such assembly and did participate in the training, or did impart special instruction while in attendance at such assembly.

(3) Participation in training is construed to mean actual participation in some phase of the training being given the line company. This would not necessarily mean that a medical officer would be expected to enter into the close-order drill of a line company, but he would be required to enter into those phases of the training which would tend to add to his general military knowledge. A medical officer is professionally qualified before he receives his commission but close contact with line organizations is believed to be necessary to give him a knowledge of the fundamentals of military service which will be of value to him in the application of his professional attainments to military situations.

(4) A medical officer attending drills of a line organization can also qualify by giving instruction in first aid, personal hygiene and sanitation.

(5) The provisions of the paragraph questioned in the basic letter were made general in order to permit of a wider latitude for officers not belonging to organizations to qualify for armory drill pay. The Militia Bureau believes that this class of officers, while normally training in their particular grade, branch and assignment, can also learn much of value by contact with line organizations. This contact will give them greater appreciation of the problems of the military art in which they must play an important part. Their particular staff speciality will be of little value unless they do understand the problems of the line.

(6) Instructors should take advantage of the liberal provisions of this paragraph, and call attention of higher military authorities to the advisability of varying the training requirements of officers of their commands who do not 'belong to organizations' by authorizing as part of their appropriate duties the attendance at assemblies of line organizations, or such other duties of a strictly military nature as will benefit the officers."

2. The attention of all concerned is called to the last paragraph of the above quoted indorsement. In arranging the training schedules of officers of their commands who do not belong to organizations, commanding officers should call instructors into consultation in order to arrive at a proper selection and distribution of the duties to be assigned. The new regulation sets up in general terms the duties which are considered appropriate for officers of the class mentioned.

But of paramount importance is the requirement that these duties must be authorized by proper military authority. This places the responsibility on the commander to prescribe duties by order for each officer of this class.

3. The *most appropriate duty* for an officer not belonging to an organization is *attendance at the assembly of the unit to which he is assigned or attached.* Other appropriate duties are authorized by regulations in order to permit these officers to become acquainted with the problems of line organizations, and also to provide a method of training the officers when, for obvious reasons, it is impracticable or impossible to require attendance at the assemblies of their own unit.

4. Occasions may arise where such duties as military inspections or investigations, courts-martial, etc., may require the services of these officers on the regular drill nights of their units. If these duties are ordered by proper military authority they come under the provisions of the regulations. Again it will be advisable to order some officers to attend the assemblies of line organizations. In this case care must be used to see that officers are ordered to attend assemblies of units whose training will be of benefit to the officer concerned, or, if he is to give instruction, that he attend the assembly of a unit which can benefit from the type of instruction the officer is to give.

5. Commanding officers are cautioned to see to it that, except in extreme cases and for cogent reasons, no officer not belonging to an organization is ordered to take training exclusively with line organizations. Such training is only one of the many duties which might be considered appropriate, and there should be obvious reasons to govern a commanding officer in authorizing it for one of his officers.

6. Commanding officers must order the appropriate duties for each officer of their commands, and instructors are required to certify that the duties performed were "appropriate" and were or were not satisfactorily performed. Wherefore, consideration of the military authorities for the proper training of their officers and organizations, and advanced notification to instructors of the intent to order some special duty for an officer, will obviate many of the misunderstand ings which result in suspension of armory drill pay and requests made on this office for interpretations of regulations. (MB 240.91-Gen-72.)

II. *Efficiency Reports.* The words "military superior" contained in the instructions on Form 67, M. B. (Efficiency Reports) refers to the military superior of an officer in the same State only. It is not contemplated that such reports go through National Guard channels outside of the State where the officer who is being reported upon is commissioned. (MB 201.6 Gen 9.)

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

April 22, 1927.

CIRCULAR NO. 9
A-6

CHANGES IN NATIONAL GUARD REGULATIONS.

Pending the publication of a revision of NGR 72, June 30, 1926, the following changes are published for the information and guidance of all concerned:

1. Paragraph 13 is rescinded, and the following is substituted therefor:

"13. DESCRIPTION OF PROPERTY SHIPPED.—*a. Data required.*—Except in the case of military impediments accompanying troops or shipped in connection with troop movements, the articles shipped will be separately described in detail, giving such weights, dimensions, or values, and manner of packing as may be necessary to ascertain classifications and rates and to enable recovery in case of loss or damage.

b. Commercial names to be used.—In order to obtain the benefit of the lowest commercial rates for transportation, commercial names will be used instead of those in common use in the military service, e.g., "canvas clothing" should be billed as "duck clothing" and "undershirts" as "cotton knit undershirts" or "merino knit undershirts," as the case may be. This requirement applies with equal force to quartermaster property of all kinds and to property of branches of the Army other than the Quartermaster Corps, when shipped on Government bills of lading.

c. "Merchandise" not to be used.—The term "Merchandise" should never be used, as the carriers assess double first-class freight rate on a shipment so billed.

d. Military impedimenta accompanying troops or shipped in connection with troop movements.—

(1) The carriers' current Consolidated Freight Classification, as amended, provides for first class rating on less than carloads and third class rating on carloads, minimum weight 24,000 pounds, on shipments of Military Impedimenta (camp equipage, subsistence stores, medical stores, emergency ammunition or other property of the United States Army, Navy, Marine Corps or State Militia, generally known as Impedimenta, but not including live stock nor personal baggage), loaded by forwarder in cars regardless of carriers packing requirements and without specific descriptions but described as Military Impedimenta; shipped under Government bills of lading, or on which freight charges are paid by State governments and transported in trains with troops or in connection with troop movements. The above mentioned item in the Classification has the following foot note: "Separately stated ratings in Classification for the articles constituting shipments of Impedimenta will not be applied.

(2) Where two or more organizations or units are to move from the same place at the same time to the same destination, all property will be consolidated in order that it can be loaded in the least possible number of cars. Where there are sufficient live stock, vehicles, guns, caissons, limbers, pontoons, forage, ammunition, or other articles to make carload lots of any of these items, then loading will be done in that manner, if practicable. When there is an excess over and above

carload lots, or when carload lots cannot be made as outlined above, then the excess, or articles which cannot be loaded in straight carload lots will be loaded in mixed lots, the car or cars to be loaded to available capacity.

(3) Checkable baggage will not be included on bills of lading or transportation requests as an allowance is transported free by carriers. The carrier's tariffs should be consulted to ascertain what constitutes checkable baggage and the allowance thereof.

(4) Live stock, vehicles, guns, caissons, limbers, tractors and tanks, in any quantity, and forage, pontoons, ammunition, or other articles, shipped in straight carload lots, will be described by their appropriate names on bills of lading, together with the required detailed descriptions and actual weights in pounds, except that in the case of live stock, it is not necessary to show weights but only the kind of animals and the number of each kind.

(5) Articles not coming within the category stated in (3) and (4) above will be described on bills of lading merely as "Military Impedimenta," showing the number of packages and the aggregate weight thereof, in pounds, which are loaded in each car. No detailed description or detailed weights will be shown on bills of lading for the articles billed as "Military Impedimenta," but checking lists will, however, be prepared as prescribed in (8) below and handled for property accounting purposes. The observance of the carrier's packing requirements is not necessary as to articles billed as "Military Impedimenta." All other regulations in regard to loading and billing shipments will be observed to the extent that they are not modified by this circular.

(6) If arrangements are made for the movement of two or more organizations or units to separate stations on one train, and the amount of property for the organizations or units to detrain enroute is small enough in volume to enable unloading without delaying the train, the property will be loaded in one car, a separate bill of lading being issued for each shipment, and each bill of lading referring by notation thereon to all other bills of lading covering property loaded in that car. The same procedure will obtain under similar circumstances when organizations or units are picked up enroute.

(7) In all cases where impedimenta or articles of company property are loaded in the same car with checkable baggage, notation must be made on the bill of lading "Loaded in the same car with checkable baggage."

(8) Each officer charged with responsibility for property to be shipped in connection with troop movements will, prior to turning the property over for shipment, prepare a property list of all such property except checkable baggage, naming himself in the heading of the first sheet as both the shipping and receiving officer.

(a) Property lists will be prepared in quadruplicate and the property itemized in sufficient detail to enable the responsible officer to determine the extent of shortage in the event of losses in transit. All copies will then be signed in the lower left hand corner of the final sheet by the shipping officer.

(b) These property lists will be used in preparing bills of lading, will serve as check lists for both the loading of property into cars and its subsequent unloading at destination, and will constitute the basis for relief from responsibility and accountability for property lost in transit.

(c) When property is turned over to the transportation officer for shipment, that officer will cause the property to be checked into

cars against the property list and, after adjusting any discrepancies that may develop as a result of this check, will receipt all copies in the right hand margin of the final sheet and return the original to the officer charged with responsibility for the property, retaining the three remaining copies for attachment to the three memorandum (blue) copies of the bill of lading covering the movement.

(d) Upon arrival at destination, the officer who accomplishes the bill of lading will obtain the receipt of the receiving officer for all property turned over to the latter on the final sheet of the copy of the property list attached to the property received copy of the bill of lading.

2. Paragraph 50 is rescinded, and the following is substituted therefor:

"50. REPORTS.—*a. To Quartermaster Supply Officer, Washington General Intermediate Depot.*—A report of Q.M.C. Form No. 200 will be submitted at the end of each month to the Quartermaster Supply Officer, Washington General Intermedite Depot, Washington, D. C., showing the total number of bills of lading on hand at the beginning of the month, together with the serial numbers thereof; the number received, issued, canceled, or otherwise disposed of during the month; and the number remaining on hand on the last day of the month. This report will be authorized whether or not bills of lading have been isused during the month. See paragraph 52, NGR 70.

b. To the Finance Officer, U. S. Army, Transportation Branch.—A carbon copy of the report prescribed in *a* above will be mailed direct to the Finance Officer, U. S. Army, Transportation Branch, Washington, D. C., at the same time the original is mailed to the Washington General Intermediate Depot.

c. To the War Department Traffic Manager.—At the close of each month a report of shipments made during the month will be rendered in duplicate by each officer issuing bills of lading to the War Department Traffic Manager, Washington, D. C., on "Report of Shipments" (Standard Form No. 9). A separate sheet will be used for reporting carload and less-than-carload shipments. All data and information required by the form will be shown thereon. If a shipment is covered by a routing order, the serial number thereof will be shown in the "route" column instead of showing the complete routing. No report is required for the following classes of shipments:

(1) Express.

(2) Parcel post.

(3) Freight of less than 500 pounds.

(4) By commercial automotive or animal transportation.

(5) By Government-owned transportation.

(554.4-Gen-50)

By order of the Secretary of War.

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

April 25, 1927.

CIRCULAR NO. 10
A-7

I. SPECIAL MEASUREMENT UNIFORMS PURCHASED BY STATES.

II. MUTILATION OF ARTICLES OF UNIFORMS AUTHORIZED TO BE SOLD BY I. & I. REPORT.

III. I. & I. REPORTS TO BE USED IN PLACE OF REPORTS OF SURVEY.

I. *Special Measurement Uniforms Purchased by States.* Paragraph 3, page 4, Militia Bureau Circular No. 35 A-15, November 29, 1926, is hereby rescinded and the following is substituted therefor:

3. In connection with use of the roll collar type of uniform for enlisted men of the National Guard the following information is furnished for the guidance of all concerned:

a. It is the policy of the War Department to issue old type (high collar) enlisted men's coats, cotton and wool, until the stock is exhausted in a particular size, at which time the latest type (roll collar) coat in that size will be manufactured and issued to all components of the United States Army. None are being manufactured nor issued at this time, nor is it expected that this status will change in the immediate future. Exception: One special measurement uniform to an enlisted man of the Regular Army during a three-year enlistment period.

b. The expenditure of Federal funds for the alteration of old type (high collar) enlisted men's coats to conform to roll-collar specifications is not authorized.

c. Latest type special measurement, olive drab, woolen uniforms made of 20 ounce Melton cloth may be purchased by a State for use of one or more of the National Guard organizations of the State under the following conditions:

(1) The Adjutant General of the State should forward to the Chief, Militia Bureau, a requisition for cash purchase (Militia Bureau Form 88) in triplicate, accompanied by one Q. M. C. Form 50 (old Form 164) "Directions for measuring for U. S. Army clothing, tailor made of special sizes," properly filled out for each uniform to be manufactured. A check or postal money order need not accompany the request but should be immediately forwaded to the Commanding Officer, Philadelphia Quartermaster Intermediate Depot upon receipt of statement of cost. Shipment of uniforms will be made immediately upon receipt of check or postal money order to cover charges.

(2) The Depot will furnish 20-ounce Melton cloth for approximately $2.60 per yard. Three and one third (3-1/3) yards of cloth are necessary to make a coat and pair of breeches. The cost of manufacture, which includes the findings (buttons, thread, braid, etc.) will be approximately $8.00 per two-piece uniform (coat and pair of breeches). To the above must be added transportation, packing and handling charges, approximately fifty (50c) cents per two-piece uniform.

(3) If unforms of lighter weight Melton cloth (16-ounce) are desired the State or organization must furnish

cloth by shipping the necessary amount to the Philadelphia Depot.

(4) It is not intended that requests be submitted for a special measurement uniform for one or for a few enlisted men of an organization, and such requests will not be processed by the Militia Bureau. There is considerable administrative correspondence required in connection with each request and, furthermore, it is not believed to be in the best interests of the service to encourage the wearing of distinctive uniforms by a few members of an organization. Requests should contemplate special measurement uniforms for the entire organization, less those men whose terms of enlistment have nearly expired and who do not expect to reenlist.

(5) Requests that are received from organization commanders by the Chief, Militia Bureau, or Commanding Officer, Philadelphia Quartermaster Intermediate Depot, will be referred to the Adjutant General of the State for recommendation.

(6) National Guard bands, with the approval of the Adjutant General of the State, may, provided the State or organization furnishes the cloth, have uniforms manufactured of serge. This type of cloth is not authorized for enlisted men of organizations except band. (421 Uniforms, Gen.-5).

II. *Mutilation of Articles of Uniforms authorized to be Sold by I. & I. Report.* Articles of the uniform covered by I. & I. Reports and recommended to be sold, will be so mutilated as to lose their sales value as garments before being disposed of. This also applies to articles disposed of by survey reports. (400.701 QM Gen.-3).

III. *I. & I. Reports to be used in place of Reports of Survey.* The principal object of the I. & I. Report is to secure prompt disposal of unserviceable property worn out by fair wear and tear in the service. It is therefore urged that I. & I. Repots be used in place of reports of survey whenever practicable, with a view of eliminating the time consumed in surveying such property and in awaiting the return of approved copies of the reports before finally disposing of the articles. (141.7 Gen.-1).

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

April 30, 1927.

CIRCULAR NO. 11
A-8

MILITIA BUREAU FORM NO. 62, APPLICATION FOR FEDERAL RECOGNITION AS A NATIONAL GUARD OFFICER AND FOR APPOINTMENT IN THE OFFICERS' RESERVE CORPS.

1. There has been forwarded this date to each Corps Area Commander and to each State Adjutant General, a supply of Militia Bureau Form No. 62, which has been prepared in compliance with

instructions contained in paragraph 2 of letter (AG 210.14, 12-15-26, Res.) dated February 5, 1927, from The Adjutant General to each Corps Area and Department Commander, each Chief of Branch, and the Chief, Militia Bureau, on the subject of the "Administration of the present dual status provisions authorized by law." A copy of that letter was furnished each State Adjutant General, under date of February 19, 1927.

2. The new form (MB Form No. 62) supersedes the following insofar as members of the National Guard are concerned:

a. W.D.,A.G.O. Form No. 110, Application for Appointment and Statement of Preferences for Reserve Officers.

b. WD.,M.B. Form No. 108, Application for Federal Recognition. Upon receipt of said Form No. 62, the further use of the two forms mentioned above will be descontinued.

3. M.B. Form No. 62, will be submitted by every individual who is to be examined under the provisions of Section 75, National Defense Act, to determine his qualifications for commission in the National Guard, irrespective of whether such examination is taken with a view to initial Federal recognition, promotion, transfer (when change of grade or branch is involved), or is taken by Warrant Officers and enlisted men of the National Guard with a view to establishing their eligibility for appointment in the Officers' Reserve Corps.

4. If the person who is to be examined does not desire an appointment in the Officers' Reserve Corps, or if he already has an appointment in the Officers' Reserve Corps, and the examination is to determine his qualifications for commission in National Guard other than in the grade of General Officers of the Line, one copy only of M.B. Form No. 62 will be submitted.

5. If the examination is to determine a candidate's qualifications for commission as a General Officer of the Line, National Guard, and the candidate desires an appointment in that grade in the Officers' Reserve Corps, M.B. Form No. 62 will be submitted in triplicate.

6. All Federally recognized officers of the National Guard not covered by the foregoing who desire appointments in the Officers' Reserve Corps, will submit their applications therefor in triplicate to The Adjutant General, through Military Channels, including the State Adjutant General, the Corps Area Commander and the Chief, Militia Bureau, using pages 1 and 2 only of M.B. Form No. 62 for that purpose.

7. It is desired that each item on the form be completely and accurately filled in. Where no information is to be supplied, the word "none" will be inserted to show that the item has been considered and has not been overlooked. This procedure is necessary in order that complete and accurate information may be on file in the Militia Bureau, the office of The Adjutant General, and the office of the Chief of Branch concerned. Failure to comply with these instructions will necessitate the return of the papers for completion thereby causing delay in the final action thereon.

8. The instructions on page 4 of the form should be carefully studied and complied with. It will be noted that paragraph 7 of said instructions requires that if the candidate has not been appointed an officer in the National Guard, and it is not contemplated that he be so appointed, or his appointment is to be delayed, the State Adjutant General will so indicate in his indorsement. In the case of such delayed appointment, the State Adjutant General, when the appointment is made, will submit the application for

Federal recognition direct to the Chief, Militia Bureau, using page 3 only of the form for that purpose, changing the address accordingly and deleting paragraphs 3 and 4 and the printed word "Indorsement" at the top of the page (M.B.210.1 Gen 13).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

May 2, 1927.

CIRCULAR NO. 12
B

EMPLOYMENT OF CARETAKERS IN DUAL CAPACITY.

1. The attention of all concerned is invited to a ruling made April 20, 1927, by the Comptroller General of the United States to the effect that civilians or enlisted men of the National Guard, if employed in the dual capacity of caretakers of materials, animals, and equipment and caretakers of target ranges, can lawfully be paid the salary of one employment but not of both.

2. The Comptroller General states that payments heretofore made by disbursing officers for the dual employment will not be disturbed, but that credit for any such payments made after May 31, 1927, will not be allowed.

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

May 4, 1927.

CIRCULAR NO. 13
A-9

CHANGE OF TYPEWRITER ISSUED TO AN ORGANIZATION AS PART PAYMENT ON PURCHASE OF NEW MACHINE, THE REMAINING BALANCE DUE ON NEW MACHINE TO BE PAID BY ORGANIZATION COMMANDER.

1. Section 5, of the Act of March 4, 1915 (30 Stat. 1161), which covers the exchange of typewriters and other labor saving devices provides in part as follows:

> "That the executive departments and other Government establishments and all branches of the public service may here-

after exchange typewriters, adding machines, and other similar labor saving devices in part payment for new machines used for the same purpose as those proposed to be exchanged * * *."

2. As the disposition of Federal property, however, cannot lawfully be left to the discretion of any person not a Federal officer the Secretary of War has designated the Chief, Militia Bureau, as the agency of the War Department to see that the transaction is to the best interests of the Government, that the new typewriter is taken up as Federal property and that no question exists as to it exclusive ownership by the Federal Government.

3. Subject to the prior approval of the Chief, Militia Bureau, a Federal typewriter issued to an organization of the National Guard may be traded in as part purchase price on a new machine, the remaining balance due on the new machine to be paid for with funds other than Federal. The following procedure is prescribed for such transactions:

(a) The organization commander to route a letter to the Chief, Militia Bureau, through channels, requesting authority to make the exchange and giving, (1) the type and model of both the Federal typewriter and the typewriter for which it is to be exchanged, (2) stating that the ballance due on the new typewriter will be paid for with organization, or funds other than Federal, and, (3) that the ownership of the new machine will rest exclusively in the Federal Government.

(b) O. S. & D. Report to be prepared and filed by the United States Property and Disbursing Officer as a voucher to his stock record account for dropping the serial number of the old typewriter and for taking up the serial number of the new typewriter received in exchange. Each O. S. & D. Report so prepared and filed to be supported by the following papers:

(1) The original communication from the Chief of Militia Bureau herein he approves on behalf of the War Department the exchange of typewriters in question.

(2) Certificate of the Organization Commander that he has actually consummated the exchange pursuant to the authority in (a) above. The certificate of the Organization Commander should give all of the principal facts involved in the exchange, such as when, where and to whom he delivered the old typewriter; where and when he received the new typewriter, and the source from which the money paid the typewriter company was obtained.

(3) Either the original or a certified true copy of the receipted bill whereon the vendor acknowledges receipt of the old typewriter and the amount paid in money for the new typewriter. (MB 413.51 Typewriters Gen-5).

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

April 20, 1927.

CIRCULAR NO. 15
B

PROCUREMENT OF SUPPLIES AND SERVICES.

	Paragraphs
General	1
Regulations applicable to the Regular Army	2
Procedure by National Guard Contracting Officers	3
National Guard Contracting Officers, Designation of	4
Authority for procurements	5
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Procurements without competition	7
Method of inviting bids	8
Competition by distribution of invitations for bids	9
Competition by advertising in newspapers	10
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Opening and recording bids	12
Awards	13
Purchase Orders	14
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Distribution of documents	16

1. GENERAL.—*Decisions.*—(a) By decision dated June 3, 1925, the Comptroller General of the United States held that the statutes referred to therein require contracts for the National Guard to be made as similar contracts are made for the Regular Army; that contracts for the National Guard "must comply with all Federal requirements."

(b) By decision dated February 17, 1927, the Comptroller General of the United States held that any exceptions to the requirements of Sections 3709 and 3744 to 3747, Revised Statutes, applicable to the Regular Army, are also applicable to the National Guard. "In other words, the act of March 4, 1915, making exceptions to section 3744, Revised Statutes, is equally applicable to the Regular Army and the National Guard."

2. REGULATIONS APPLICABLE TO THE REGULAR ARMY.—The following regulations governing the Regular Army are, until changed, equally applicable to the National Guard:

AR 35-6020

2. WHEN CONTRACTS TO BE IN WRITING AND SIGNED.—*a. General.*—(1) *General.*—It shall be the duty of the Secretary of War to cause and require every contract made on behalf of the Government, or by officers under them appointed to make such contracts, to be reduced to writing and signed by the contracting parties with their names at the end thereof. R. S. 3744.

(2) *Supplies and services costing not over $500.* Hereafter the purchase of supplies and the procurement of services for all branches of the Army service may be made in open market, in the manner common among business men, when the aggregate of the amount required does not exceed $500; but every such purchase exceeding $100 shall be promptly reported to the Secretary of War for approval, under such regulations as he may prescribe. Act June 12, 1906 (34 Stat. 258).

b. Contracts not to be performed within 60 days and in excess of $500.—(1) *When made by Quartermaster Corps.*—Hereafter whenever contracts which are not to be performed within 60 days are made on behalf of the Government by the Quartermaster General, or by officers of the Quartermaster Corps authorized to make them, and are in excess of $500 in amount, such contracts shall be reduced to writing and signed by the contracting parties. In all other cases contracts shall be entered into under such regulations as may be prescribed by the Quartermaster General. Act March 4, 1915 (38 Stat. 1078).

QM Cir. No. 1, Jan. 2, 1923.

262. Form of contract authorized.—Purchase order or formal contract will be executed to cover awards made on formal or informal bids as follows:

(a) Purchase order will be used: (1) Where the amount involved does not exceed $500 irrespective of the time required for completion of deliveries.

(2) Where the amount involved does not exceed $25,000 and deliveries are to be completed within 60 days from date of execution of order, provided it is not to the interest of the Government to require formal contract.

(3) Where the purchase is for grain and must be made immediately at a price determined by prevailing quotations on an exchange or board of trade, or for tobacco products made from the sole manufacturer of the grade and the quality required, without regard to the amount involved, provided it is not to the interest of the Government to require formal contract and the time of delivery will not extend beyond 60 days.

(b) Formal contract will be used as follows: (1) Where the amount involved exceeds $500 and the time required for completion is more than 60 days.

(2) Where the amount involved exceeds $500 and it is to the interest of the Government to require formal contracts, regardless of the time required for completion.

(3) Where the amount involved exceeds $25,000 irrespective of the time required for completion of deliveries, except as provided for in (a) (3) above.

3. PROCEDURE BY NATIONAL GUARD CONTRACTING OFFICERS.—Pursuant to the provisions of regulations published in paragraph 2 herein, the instructions that follow will govern the procedure in connection with the procurement of supplies and services for the National Guard, by National Guard Contracting Officers.

4. NATIONAL GUARD CONTRACTING OFFICERS, DESIGNATION OF.—Each United States Property and Disbursing Officer is hereby detailed as National Guard contracting officer for his State for the purpose of entering into such authorized contracts as involve the expenditure of federal funds apportioned to his respective State, Territory or District of Columbia. He will act for and in behalf of the United States in the execution of such contracts. Other National Guard officers will not enter into such contracts unless specially authorized to do so by the Secretary of War.

5. AUTHORITY FOR PROCUREMENTS.—See Par. *2d*, NGR No. 56.

6. RESERVATION OF MILITIA BUREAU FUNDS.—See MB Cir. No. 47, dated October 13, 1925.

7. PROCUREMENTS WITHOUT COMPETITION.—Procurement of supplies or engagement of services without competition is authorized in the following cases:—

a. When the aggregate amount of supplies or services to be procured does not exceed $500.00, and in the opinion of the Contracting Officer no advantage can be gained to the Government by securing competition through the distribution of invitations for bids. Such procurements will not be made in small amounts from time to time when a reasonable degree of foresight would indicate that larger quantities can be procured to advantage by resorting to competition through the distribution of invitations for bids.

b. Under exigency of the service which existed prior to the order and would not admit of the delay incident to advertising in newspapers, or by distribution of invitations for bids.

c. The articles wanted are patented or copyrighted and not on sale by dealers, but by owners of the patent or copyright, or their agents or assigns alone, at a fixed and uniform price.

d. There is only one dealer within a practicable distance from whom the articles can be obtained.

e. Prices or rates are fixed by legislation, either Federal, State, or municipal; or by competent regulation.

f. Previous advertising for the identical purchase has been followed by the receipt of no proposals or only of such as were unreasonable, and under circumstances indicating that further advertising would not alter results.

8. METHOD OF INVITING BIDS.—In all cases not covered by the preceding paragraph competition will be invited by the United States Property and Disbursing Officer in his capacity as National Guard Contracting Officer, from as many competing contractors as the circumstances will permit. Bids will be invited as follows:—

a. Where the aggregate of the amount involved does not exceed $25,000.00 and deliveries are to be made within 60 days from date of acceptance of bid, provided it is not to the interest of the Government to require formal contract, by distribution of invitation for bids, among prospective bidders; by posting invitations for bids in public places; and by mailing copy of invitations for bids to U. S. GOVERNMENT ADVERTISER, 511 Eleventh St., N. W., Washington, D. C. (Par. 9).

b. In all cases not covered by *a* above, by advertising in newspapers, in addition to the methods prescribed in *a*. Advertising in newspapers may be omitted in all cases but the method of "Preparation of Bids" prescribed in connection therewith will be followed. (Pars. 9 and 10).

9. COMPETITION BY DISTRIBUTION OF INVITATIONS FOR BIDS.—*a.—General.*—Invitations for bids will be prepared on MB Form No. 320, INVITATION-BID-ACCEPTANCE.

b. Method of Numbering Invitations for Bids.—See Par. 7*b*, MB Cir. No. 4, dated February 3, 1927.

c. Preparation of bids.—Upon receipt of application from prospective bidders the following blank forms will be furnished:—

(1) Standard Form No. 22, STANDARD GOVERNMENT INSTRUCTIONS TO BIDDERS.

d. Blank Forms.—Instructions and requirements on Standard Form No. 22, and MB Form No. 320, are a part of these regulations.

e. Specifications.—In preparing the schedule of requirements on MB Form No. 320 (or as provided in "Instructions to Contracting Officers" on the back of this form) the material, article, or service must be described with definiteness so as to convey to the bidder such information as will enable him to submit a proper bid. Specifications published by supply branches of the Army, or by the Federal Specifications Board must be used whenever applicable. (See W.D. Document No. 7*a*).

10. COMPETITION BY ADVERTISING IN NEWSPAPERS.—*a. General.*—See Par. 6*a, b, c, d, e, f, g,* and *h,* MB Cir. No. 4, dated February 3, 1927.

b. Preparation of bids.—Whenever procurements are made under the provisions of Par. 8*b* herein, without regard to whether advertising in newspapers is omitted, the following procedure will apply:—

(1) MB Form No. 307, MILITIA BUREAU FORM OF INVITATION FOR BIDS, accompanied by MB Form No. 307a, MILITIA BUREAU FORM OF BID, will be used.

(2) Upon receipt of application from prospective bidders, the following will be furnished:—

(a) Standard Form No. 22, STANDARD GOVERNMENT INSTRUCTIONS TO BIDDERS.

(b) Standard Form No. 24, STANDARD GOVERNMENT FORM OF BID BOND, (in cases where bid bonds are not waived by the Contracting Officer).

(c) MB Form No. 307b, MILITIA BUREAU FORM OF CONTRACT.

(d) Standard Form No. 25, STANDARD GOVERNMENT FORM OF PERFORMANCE BOND (in cases where performance bonds are not waived by the Contracting Officer).

c. Blank Forms.—Instructions and requirements on above enumerated blank forms are a part of these regulations.

d. Specifications.—See Par. 9*e* herein.

11. ADVERTISING REGISTER.—See Par. 8, MB Cir. No. 4, dated February 3, 1927.

12. OPENING AND RECORDING BIDS.—See Par. 9, MB Cir. No. 4, dated February 3, 1927.

13. AWARDS.—*a. Award to lowest bidder.*—Except in rare cases, when the United States elects to exercise the right to reject bids, awards will be made to the lowest responsible bidder, provided that his bid is reasonable and that it is in the interest of the Government to accept it.

b. Award to other than lowest bidder.—Where other than the lowest bid is accepted, a detailed statement as to the reasons for the acceptance thereof will be noted on the abstract of bids. (See Par. 9*d,* MB Cir. No. 4, and 6 Comp. Gen. 311).

c. Method of indicating award on abstract.—See Par. 10*c,* MB Cir. No. 4, dated February 3, 1927.

14. PURCHASE ORDERS.—*a. General.*—Agreements with successful bidders for procurements made under the provisions of paragraph 8*a* herein, will be executed on MB Form No. 320, INVITATION-BID-ACCEPTANCE. This form upon acceptance of the bid submitted thereon, and approved as required becomes a valid agreement.

b. Bond.—The requirement of a performance bond is optional

with the Contracting Officer. When required, Standard Form No. 25, STANDARD GOVERNMENT FORM OF PERFORMANCE BOND, will be used.

c. Approval.—The ACCEPTANCE is not valid until approved by the Governor (or Adjutant General) of the State, Territory, or District of Columbia.

d. Copies required. Each ACCEPTANCE (Purchase Order) will be signed in triplicate. (For distribution of copies see Par. 16).

e. Abstract of Agreement.—In connection with each ACCEPTANCE there will be prepared for attachment thereto, Standard Form No. 1036, ABSTRACT OF AGREEMENT, for the purpose of establishing the fact of compliance with law and good business administration in respect to securing competition, acceptance of bid of the lowest responsible bidder, and execution of a lawful agreement. Reference will be made to the ABSTRACT OF AGREEMENT on all vouchers covering payments under the ACCEPTANCE. The ABSTRACT OF AGREEMENT has been provided for the purpose of summarizing in brief and handy form the contents of the agreement to which it is attached. The printed instructions on Standard Form No. 1036 are a part of these regulations.

f. System of numbering ACCEPTANCES (Purchase Orders).—All ACCEPTANCES involving an expenditure of $1,000.00 or more, or on account of which more than one payment is to be made must be numbered in the series provided for formal contracts, in the manner outlined in paragraph 12*h*, MB Cir. No. 4, dated February 3, 1927. ACCEPTANCES involving an expenditure of less than $1,000.00 and settled in one payment need not be numbered in any prescribed method, but there is no objection to including such ACCEPTANCES in the series provided for formal contracts and ACCEPTANCES involving an expenditure of $1,000.00 or more.

g. Evidence of lowest bid.—In cases where the lowest bid has been accepted the Contracting Officer will so state on the ABSTRACT OF AGREEMENT required by *e* above..

15. CONTRACT.—*a. General.*—Agreements with successful bidders for procurements made under the provisions of paragraph 8*b*, herein, will be executed on MB Form No. 307-b, MILITIA BUREAU FORM OF CONTRACT.

b. Bond.—Same provision as Par. 14*b* herein.

c. Approval.—Formal contracts for supplies and services are not valid until approved by the Governor, or State Adjutant General.

d. Copies required.—Each formal contract will be executed in three numbers (original for contractor; duplicate for General Accounting Office; and triplicate for the State Adjutant General), and three true copies thereof will be prepared. (For distribution of numbers and copies see Par. 16.)

e. Abstract of agreement.—Same provisions as Par. 14*e* herein.

f. System of numbering formal contracts.—See Par. 12*h*, MB Cir. No. 4, dated February 3, 1927, and Par. 14*f* herein.

g. Evindence of lowest bid.—Same provision as Par. 12*g* herein.

h. Blank Forms.—Instructions and requirements on MB Form No. 307*b*, MILITIA BUREAU FORM OF CONTRACT, are a part of these regulations.

16. DISTRIBUTION OF DOCUMENTS.—The documents enumerated below will be distributed as indicated:—

(a) *To the Assistant Secretary of War, Room 1007, Munitions Bldg., Washington, D. C.*—(1) *At time of issue.*—One copy

of INVITATION FOR BIDS, (MB Form No. 307), accompanied by FORM OF BID (MB Form No. 307*a*); one copy of INVITATION (MB Form 320). These documents must show the estimated cost of the supplies or services to be procured and must be supported by copy of newspaper ADVERTISEMENT in cases where requirements were so advertised (see Pars. 9 and 10).

(2) *When award is approved.*—One copy of ABSTRACT OF BIDS (see Par. 12 and Par. 9, MB Cir. No. 4, dated February 3, 1927).

(b) *To Returns Office, Interior Department, Washington, D. C.*—One copy of each formal contract will be distributed as provided in Par. 15*c*, MB Cir. No. 4, dated February 3, 1927.

(c) *To General Accounting Office, Washington, D. C.*—(1) *Contract.*—One number of each executed formal CONTRACT will be distributed as provided in Par. 15*d*, (1), MB Cir. No. 4, dated February 3, 1927.

(2) *Purchase Orders.*—One copy of each ACCEPTANCE (Purchase Order) together with ABSTRACT OF AGREEMENT and ABSTRACT OF BIDS will, when numbered as provided in Par. 14*f*, be mailed direct to the General Accounting Office in the manner provided for formal contracts in (1) above. ACCEPTANCES not numbered as provided in Par. 14*f* will be attached to the vouchers to which they pertain. ABSTRACT OF BIDS may be omitted when the award is made to the lowest bidder. (See Par. 14.)

(d) *To Contractor.*—(1) *Contract.*—One number of executed CONTRACT supported by all attachments referred to therein (see Par. 15).

(e) *To U. S. Government Advertiser, 511 Eleventh Street, N. W., Washington, D. C.*—One copy of INVITATION FOR BIDS (see Par. 8*a*).

(f) *United States Property and Disbursing Officers.*—One complete set of all documents will be retained by the United States Property and Disbursing Officer. (160-Gen.-8.)

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

May 10, 1927.

CIRCULAR NO. 16
A-10

NATIONAL MATCHES—1927

1. *GENERAL.—a.* The following instructions governing the participation of the National Guard in the National Matches, 1927, are published for the information and guidance of all concerned.

b. The expense incident to the participation of the National Guard in the National Matches, 1927, will be defrayed from

funds apportioned under Project No. 8 covering this purpose. These funds will *not* be available for any other purpose. In view of this, the Chief, Militia Bureau, desires each State * having federally recognized units to be represented by a National Guard Team at the National Matches, 1927. However, the limited nature of the funds available for this purpose will necessitate a uniform application, *in all cases,* of the policy expressed in paragraph 6*a* below. Officers of grades higher than those indicated will not be eligible for membership of a National Guard Rifle Team. Officers of higher grades cannot accept a lower rate of pay than that of the grade they hold, although they may be willing to do so, in order to avoid the above restriction. (Decision Comptroller General, Oct. 17, 1922.)

2. *DURATION AND NATURE OF THE MATCHES.—a.* Duration.—The period of the National Match activities extends from August 21st to September 18th, both dates inclusive. The members of National Guard Rifle Teams, except Range Officers, are authorized to participate in the above-mentioned activities during the period from August 28th to September 18th, both dates inclusive. The Range Officers of National Guard Rifle Teams will be required to participate from August 21st to September 18th, both dates inclusive, unless excused by the Chief, Militia Bureau, for cogent reasons only.

b. The authorized period of participation will include the following activities:

(1) A School of Instruction in Marksmanship, for the National Guard, divided into two periods as follows:

(a) Range Officers: All Range Officers will be given special instruction during the period from August 21st to 28th, both dates inclusive, preparatory to assisting in the instruction of the other personnel of National Guard Teams during the period provided for in (b) below. No Range Officer will be excused from attending this school of instruction, except as provided for in paragraph 2*a* above.

(b) Team Members: The School of Instruction in Marksmanship for National Guard team members will be conducted from August 29th to September 1st, both dates inclusive. All shooting members of National Guard Rifle Teams present in Camp Perry at any time during this period *will be required* to attend. Attendance of Team Captains and Coaches is optional.

(2) National Rifle Association Matches: These Matches will be held during the period from September 2nd to 11th, both dates inclusive. Participation of National Guard Rifle Team Members in these matches is optional, although all are urged to take advantage of the excellent opportunity they afford for practice under match conditions. However, the entrance fees for these matches cannot be paid from Militia Bureau funds.

(3) National Matches: The National Matches will start on September 12th with the National Individual Rifle and National Individual Pistol Matches. The range will be open for final team practice on September 15th, the National Rifle Team Match being held on September 16th and 17th.

c. All activities incident to the National Matches will be concluded by 5 P. M. on September 17th.

3. *DATE OF REPORT AT CAMP PERRY FOR NATIONAL GUARD PERSONNEL.—a.* Range Officers.—Range Officers will be required to report in person to the Executive Officer. National Matches, Camp Perry, Ohio, on August 21st, unless excused as pro-

* Where the word "State" is used it includes also Territories and District of Columbia.

vided for in paragraph 2*a*, so as to be available for the special instruction provided for in paragraph 2*b* (1) (a) above; to assist in the instruction of the National Guard Teams; to become familiar with the methods of range operation; and to be instructed in their duties as Range Officers. Thy will be required to perform these duties exclusively, under the supervision of the Executive Officer, National Matches, until the completion of the Matches unless sooner relieved by proper authority. In no case, however, will any Range Officer be authorized to report prior to August 21st.

b. *Teams*.—Team Members, except Range Officers, should report at Camp Perry, Ohio, not earlier than August 28th, nor later than noon of September 15th. Any Team Member reporting after the latter date will not be entitled to the pay and allowances prescribed. All Team Members are urged, however, to report on August 28th if possible, but in no case earlier than that date.

4. *DATE OF DEPARTURE FROM CAMP PERRY FOR NATIONAL GUARD PERSONNEL*.—September 18th will be departure day and all National Guard personnel must depart from Camp Perry before midnight of that day. No one will be authorized to remain after that date for any reason.

5. *REPORTS TO BE SUBMITTED BY TEAM CAPTAINS UPON ARRIVAL AT CAMP PERRY*.—Each Team Captain upon arrival at Camp Perry will furnish the Executive Officer, National Matches, and the Militia Bureau Representative, a letter from the State Adjutant General authorizing him to act as team captain. Each Team Captain will then furnish each of the above officials a list of members of their team. including all team officers, with the home address of each, and will certify thereon to the eligibility of all members.

6. *COMPOSITION OF NATIONAL GUARD RIFLE TEAMS AUTHORIZED TO ATTEND THE NATIONAL MATCHES*.—*a*. Each authorized team shall consist of fifteen members as follows:

(1) One Team Captain, not to be above the grade of Major.

(2) One Team Coach, not to be above the grade of Major.

(3) One Range Officer, not to be above the grade of Captain.

(4) Ten Principals, not to be above the grade of Captain.

(5) Two alternates, neither to be above the grade of Captain.

b. In no case will any man above the grade of Captain be permitted to fire as a member of an authorized National Guard Rifle Team, nor will any Team Captain, Team Coach or Range Officer be listed as a shooting member or alternate in addition to their duties as team officials. No exception to this policy will be made by the Militia Bureau, either to or during the period of the National Matches, 1927.

7. *SELECTION OF TEAM MEMBERS*.—*a*. Team Members.—They will be selected and appointed by the Governors of the respective States and announced in formal orders. In this connection attention is invited to the provisions of paragraphs 484, 486 and 487, National Guard Regulations in force January 1, 1926. One copy of each order designating a State Rifle Team will be furnished the Militia Bureau.

b. Range Officers.—In view of their use as assistant instructors Range Officers should be selected, in so far as practicable, from graduates of the Infantry School.

8. *STATE TRYOUTS FOR THE SELECTION OF TEAM MEMBERS*. No Militia Bureau funds will be available for the con-

duct of State Rifle Competitions or tryouts prior to the National Matches. Such competitions or tryouts will not be conducted during the field training period, except at such afternoon periods as will not interfere with the scheduled training.

9. *PRIOR MARKSMANSHIP QUALIFICATION A REQUIREMENT FOR MEMBERSHIP ON A NATIONAL GUARD RIFLE TEAM ATTENDING THE NATIONAL MATCHES.*—No officer or enlisted man will be selected as a principal or alternate of a National Guard Rifle Team, to participate in the National Matches, who has not qualified as a marksman or better with the rifle during the current or preceding target year as provided for in paragraph 487*b*, National Guard Regulations in force January 1, 1926.

10. *PAY AND ALLOWANCES AUTHORIZED FOR MEMBERS OF NATIONAL GUARD RIFLE TEAMS.*—Orders placing members of authorized National Guard teams in a Federal pay status will be issued by State Adjutants General as required by paragraph 3, NGR No. 58. The following pay and allowances are applicable under existing laws and regulations:—

a. Pay.—

(1) Officers. Pay and allowances, including longevity, rental allowance, and subsistence allowance.

(2) Enlisted men. Pay of their grade.

b. Transportation in kind to and from Camp Perry, Ohio, by the shortest usually travelled route for officers and enlisted men. (See NGR 70.)

c. Sleeping car accommodations for officers and enlisted men where the journey is in excess of twelve hours and terminates after the first midnight. Tourist accommodations will be provided for enlisted men below grade III if available. (See NGR 70.)

d. Monetary allowance in lieu of subsistence, at the rate of $2.25 per day, to each authorized enlisted member of a National Guard Rifle Team during the period actually consumed in the necessary travel to and from Camp Perry, Ohio.

e. Commutation of subsistence, not to exceed $1.20 per day, to each authorized enlisted member of a National Guard Rifle Team for the period he is actually in attendance at the National Matches, Camp Perry, Ohio.

11. *TRANSPORTATION TO AND FROM CAMP PERRY, OHIO.*—*a.* By common carrier. Transportation in kind for the *round trip* journey, by the shortest usually travelled route, will be furnished each National Guard Rifle Team attending the National Matches. In no case will the Transportation Officer, National Matches, be authorized to issue return transportation to any team. Much difficulty was experienced in 1925 by teams reporting at Camp Perry without transportation for the return journey.

b. By privately-owned automobile. Authority is hereby granted to State Adjutants General to authorize individuals to travel to and from Camp Perry by *privately-owned* automobile. This authority must be incorporated in each case in the Orders issued pursuant to paragraph 10 herein. Reimbursement for such travel will be made by United States Property and Disbursing Officers for operating expenses *actually* incurred (and supported by receipts) for gasoline, oil, garage rent en route (not at Camp Perry), bridge, ferry and other tolls, in an amount not to exceed the cost of transportation by common carrier. Reimbursement vouchers should be stated on Standard Form 1012 and 1012a, accompanied by a certificate in the form as shown in Appendix 1 hereto. Before payment, request for reservation of funds accompanied by the voucher and

certificate must be sent to the Chief of the Militia Bureau. When two or more members of an authorized team travel together in a privately-owned automobile, that fact, together with the names of those accompanying him, must be stated on line 9 of the certificate. If one member of the Team pays the whole charge the voucher should be made out to him. However, a certificate from each of the other members of the team, to the effect that they will not claim reimbursement for the travel involved, must be attached to the voucher, otherwise reimbursement will be made only for a proportionate part of the total operating expenses for the trip.

12. *WHO WILL MAKE DISBURSEMENTS AND THE NATURE OF SUCH.—a.* The Finance Officer, National Matches, Camp Perry, Ohio:

(1) Pay of members of authorized National Guard Rifle Teams (from continental US) for the period of actual attendance at Camp Perry between August 28th and September 18th, both dates inclusive, except as otherwise provided for in paragraph 3*a* above for range officers, and in addition for the time actually consumed in the necessary travel to and from Camp Perry, Ohio. Properly executed pay rolls will be submitted, by team captains, to the Finance Officer, National Matches, for this purpose.

(2) Pay of members of authorized National Guard Rifle Teams from Hawaii and Porto Rico depends upon dates of departure from home stations, arrival at Camp Perry and return to home stations. The date of departure will depend upon the actual sailing date of the latest steamer scheduled to leave Hawaii and Porto Rico to enable the members of teams to reach Camp Perry not later than the dates provided herein; the date of return to home station will depend upon the actual sailing date of the first scheduled steamer from a port in the United States that can be reached after September 18, 1927. These facts will be incorporated in affidavits for attachment to pay rolls. Payments for the period of travel of these two teams to Camp Perry will be made by the Finance Officer, National Matches, Camp Perry, Ohio. Payments for the period from date of departure from Camp Perry to home stations (the exact period not being ascertainable at the time) will be covered in suppplemental pay rolls, accompanied by affidavits referred to herein, and submitted to the Militia Bureau for settlement.

(3) Commutation of subsistence as provided for in paragraph 10*e* above.

b. United States Property and Disbursing Officers:

(1) They will issue official transportation requests to common carriers covering the journey of their respective State Rifle Teams *to* and *from* Camp Perry, Ohio, by the shortest usually traveled route. The authority number quoted in the travel order will be indicated on each request issued.

(2) Monetary allowance in lieu of subsistance as provided in paragraph 10*d* above.

(3) Reimbursement for authorized travel in *privately-owned* automobiles. (See Paragraph 11*b* herein.)

13. *NATIONAL MATCH RIFLES AND PISTOLS FOR THE USE OF NATIONAL GUARD RIFLE TEAMS. a.* National Match rifles and pistols especially selected for previous Matches.—Under the provisions of Section III, Circular No. 68, War Department, 1924, each State proposing to send a National Guard Rifle Team to the National Matches was authorized fifteen rifles, caliber .30, Model 1903, star gauged, and five automatic pistols, caliber .45, all especially selected for use in the National Matches. These rifles and pistols were issued to the United States Property and Disbursing

Officers of the States concerned with the privilege of exchanging them for new rifles and pistols at subsequent National Matches, as provided by the above-quoted circular. This plan will not be effective for the National Matches, 1927, and all rifles and pistols issued under the above or other previous similar authority, now in the possession of any State, will be brought to Camp Perry, Ohio, by the Rifle Team of each state concerned. These rifles and pistols may be retained by each team having them for use during the period of the Matches, or they may be disposed of after arrival at Camp Perry as provided for in *c* below.

b. Rifles and pistols especially selected for the current National Matches.—Each authorized National Guard Rifle Team reporting at Camp Perry for the National Matches, 1927, will be entitled to draw, for use during the current matches fifteen new National Match rifles, caliber .30, Model 1903, especially selected for the current matches; and five new National Match automatic pistols, caliber .45, Model 1911 A1, especially selected for the current matches. These new rifles and pistols will be provided by the National Board for the Promotion of Rifle Practice and will be in addition to those mentioned in *a* above. Upon the arrival of each National Guard Rifle Team at Camp Perry, the Team Captain will report in person to the Ordnance Officer, National Matches, with a copy of the order authorizing the attendance of his team, for the purpose of drawing the team allowance of rifles and pistols authorized in this subparagraph. These rifles and pistols will be issued on a memorandum receipt signed by the Team Captain, or under such other regulations as the Executive Officer, National Matches, may prescribe.

c. Disposition of the rifles and pistols included in *a* and *b* above:—(1) Those under *a* may be turned in to the Ordnance Officer, National Matches, at any time after the arrival of a State Rifle Team at Camp Perry, but in every case prior to the departure of any team concerned. The United States Property and Disbursing Officer of each state, to which National Match rifles and pistols have been issued under the authority quoted in *a* above, will prepare the necessary number of shipping tickets for the transfer of such rifles and pistols to the Ordnance Officer, National Matches, 1927, in accordance with the provisions of paragraph 3, NGR 75-5. These shipping tickets will be delivered to the Team Captain concerned, prior to the departure of the State Rifle Team for Camp Perry, who will be responsible in every case for the satisfactory completion of the transfer of this property. He will also obtain the required number of signed shipping tickets from the Ordnance Officer, National Matches, acknowledging the transfer of the property concerned. The Captain will forward the necessary number of signed shipping tickets to the United States Property and Disbursing Officer as required by paragraph 3. NGR 75-5. Under no circumstances will any of these previously selected National Match rifles or pistols be taken away from Camp Perry by a National Guard Team.

(2) Those under *b* will be turned in to the Ordnance Officer, National Matches, by the Team Captains concerned, upon the completion of the Matches, and under such instructions as may be issued by the Executive Officer. Under no circumstances will any of these new National Match Rifles be taken away from Camp Perry by a National Guard Team.

d. Final clearance for Team Captains, National Guard Rifle Teams.—Complete clearance for National Guard Team Captains will be withheld until all rifles and pistols included under *a* and *b* have been disposed of as provided in *c* above. Each Team Captain will be required to produce, except as otherwise provided for in *e* below, a proper receipt from the Ordnance Officer National Matches. showing that all National Match rifles and pistols in the possession of his team have been disposed of as required.

e. Certificate of the State Adjutant General of States not having rifles or pistols under the authority quoted in *a* above.—The Adjutant General of any state, whose Rifle Team will report at Camp Perry without the allowance of rifles and pistols authorized under the authority quoted in *a* above. will furnish the Team Captain with a certificate, in triplicate, to the effect that no such rifles or pistols have ever been received by the state concerned. Immediately upon his arrival at Camp Perry, the Team Captain will furnish one copy of the certificate to the Executive and Ordnance Officers of the National Matches respectively, and one copy to the Militia Bureau Representative at the Matches. This certificate will be accepted in lieu of the receipt required in *d* above for the purpose of obtaining a final clearance.

f. Issue of National Match rifles for subsequent Matches.—Immediately following the completion of the National Matches, 1927, the United States Property and Disbursing Officer of each State. whose allowance of previously selected National Match rifles and pistols have been disposed of as required in *c* above, will submit a requisition direct to the Chief, Militia Bureau, for fifteen new National Match Rifles, and five new National Match pistols, especially selected. Requisitions for these rifles and pistols should be submitted without delay so delivery can be made by the Ordnance Department at the earliest possible date. If requisitions are submitted promptly, the delivery of these rifles and pistols will not be later in any case than four months prior to the opening of the outdoor training season, 1928. These new rifles and pistols will be for the use of State Rifle teams during the preliminary training and tryouts for the next National Matches following those of 1927. It is proposed to follow this procedure for all future National Matches to insure the National Guard having new rifles and pistols for training purposes prior to each. The issue of these rifles and pistols will be in addition to the fifteen new rifles, and five new pistols, to be provided each National Guard team, by the National Board for the Promotion of Rifle Practice, upon their arrival at the place designated for holding future National Matches.

g. Instructions relative to the disposition of National Match rifles and pistols in the possession of states not having teams at Camp Perry in 1927 will be issued later.

14. *NATIONAL MATCH AMMUNITION FOR TEAM PRACTICE AND TRYOUTS.—a.* The War Department has restricted the allowance for each team, for preliminary training, to 7,000 rounds of "Cartridge, ball, cal. .30, National Match." No additional quantity of this ammunition is available. Additional ammunition will be supplied from a specially selected lot of "Cartridge, ball, cal. .30 M1."

b. For the purpose of conducting tryouts, and for team practice, each state is authorized to requisition the following allowance of ammunition:

(1) 7,000 rounds of "Cartridge, ball, cal. .30, National Match."

(2) 5,000 rounds of "Cartridge, ball, cal. .30 M1."

c. Requisitions for the above ammunition will be submitted to the Corps Area Commanders concerned to whom procurement authority under Project No. 28 will be issued to cover this expense. Inasmuch as this ammunition allowance will be issued as a reimbursable item from the limited Militia Bureau funds available, any additional ammunition that may be required must be obtained in the manner provided for in *d* below. In order that delivery of the above authorized allowance may be made prior to the State tryouts, *and in no case later than June 30,* requisitions must be submitted as soon *as possible after receipt of this circular.*

d. In case any State desires more than 5,000 rounds of M1 ammunition, the expense of the additional amount must be met from other than Militia Bureau funds at $49.56 per M. Additional quantities will be authorized only upon the condition that its use be restricted to the purpose mentioned in *b* above. Requisitions for additional ammunition, accompanied by draft or Post Office money order made payable to the Chief of Ordnance, should be forwarded in accordance with the provision of paragraph 16, NGR 73.

15. *ISSUE OF EQUIPMENT TO NATIONAL GUARD RIFLE TEAMS.—a.* To provide equipment, other than personal, for National Guard rifle teams participating in the National Matches, 1927, the following tables of allowances are published and will govern. The equipment authorized will be restricted to the types and quantities listed in these tables. The quantities in column 2 will be issued to each authorized team on the basis of the number of shooting members and alternates authorized in paragraph 5, those in column 3 to each complete team.

b. All articles listed below of a non-expendable nature which were furnished any state under the provisions of Militia Bureau Circular No. 29-B, dated June 29th, 1925, will not be replaced by authority of this circular. Any articles, however, which have become unserviceable by fair wear and tear and have been properly disposed of by an approved Report of Survey may be replaced. All articles received under this or the previous circular will be accounted for as provided in *d* below. A strict adherence to this policy is made necessary by the limited funds available for the issue of the articles listed below.

c. Allowance of equipment, National Guard Rifle Teams, National Match:

1	2	3	4
Items	For each Member of State Rifle Team not to exceed 12	For each Team	Remarks
Rifle, U. S. cal. .30, M-1903, National Match (New)	.....	a	a. As provided for in par. 13 *b* herein
Rifle, U. S. cal. .30, M-1903, National Match (Used)	.....	a	a. As provided for in par. 13 *a* herein
Accessories for Rifle			
Brush, brass wire, cal. .30	4	.....	
Case, oiler and thong, with brush and thong complete	.....	a	a. 1 per rifle
Chest, arms repair, M-1910, with contents complete	.....	1a	a. Unless on hand
Cover, front sight	.....	a	a. 1 per rifle
File, flat, smooth, 6″	.....	1	
Gunsling, M-1907 (leather)	.....	a	a. 1 per rifle
Rod, cleaning, barrack, M-1916	.....	15a	a. Unless on hand
Screwdriver, rifle	.....	15a	a. Unless on hand.
Parts, spare	.....	a	a. As required
Pistol, automatic, cal. .45, selected for previous Matches	.....	a	a. As provided for in par. 13 *a* herein
Pistol, automatic, cal. .45, M-1911 AI, specially slected Current Matches, with two extra magazines	.....	a	a. As provided for in par. 13 *b* herein
Accessories for Pistol			
Brush, brass wire, cal. .45	.....	5a	a. 1 per pistol
Brush, thong	.....	5a	a. 1 per pistol

1	2	3	4
Items	For each Member of State Rifle Team not to exceed 12	For each Team	Remarks
Holster, pistol, M-1916	.....	a	a. 1 per pistol if deemed necessary by team captain.
Kit, pistol cleaning, M-1912, contents complete	.....	1a	a. Unless on band
Parts, spare	.....	a	a. As required
Carbide, 1 lb. can	a	.....	a. 1 per lamp
Cover, front sigbt, S. A. locking	1	.....	Until supply is exbausted
Lamp, acetylene, Justrite	1	.....	Until supply is exbausted
Micrometer, rear sight adjusting	1	.....	Until supply is exbausted
Protector, rear sight	1	.....	Until supply is exbausted
Rest, rifle, aluminum	1	.....	Until supply is exbausted
Stone, Carborundum, fine approx. ½″ x ½″ x 4″	.....	1	
Miscellaneous			
Corks, rubber, for standard metal fouling solution, size correct for chamber	.....	12	
Tubes. rubber, 2″ long for standard metal fouling solution	.....	6	
Quartermaster Supplies			
Belts, cart. cal. .30 dsmtd	1	.....	Unless on hand
Chairs, folding	.....	2	Furnisbed eacb team at Perry
Desk, field regt	.....	.....	Optional
Hammers, claw	.....	1	Unless on hand, (optional)
Nails, wire 8d, lbs	.....	6	Unless on hand, (optional)
Paste	.....	.....	Flour only as required
Puller nail	.....	1	Unless on hand, (optional)
Saw, cross cut	.....	1	Unless on hand, (optional)
Screw driver, 3 in	.....	1	Unless on band, (optional)
Screw driver, 8 in	.....	1	Unless on hand, (optional)
Sheepskin with wool on, sq. ft.	1½		
Tables, folding	.....	1	Furnished each team at Perry
Cleaning Material			
Ammonia 28% qts	.....	1¼	
Ammonium carbonate lbs	.....	¼	
Ammonium persulphate lbs	.....	3	
Brushes, camel bair, round *1	.....	1	
Brusbes, camel hair, flat, ½″	1	.....	
Brushes, camel hair, flat, 1″	1	.....	
Brushes, sasb *3 and *5	.....	1	
Brusbes, varnisb *4-0, *5-0, or *6-0.	.....	1	
Cloth, crocus, Quires	.....	1	
Cloth, emery 00, Quires	.....	1	
Compound, cleaning (Carbonate of soda) lbs.	.....	3	
Compound rust preventing (semi-solid) lbs.	.....	5	
Grease, axle for targets lbs.	.....	5	
Oil, clock ozs.	¼	.....	
Oil, linseed raw gals.	.....	½	
Oil, neatsfoot gals.	.....	¼	
Oil, sperm gals.	.....	½	
Paper cleaning optical instruments reams	1/16	.....	
Patches, cal. .30 flannelette	375	.....	
Powder solvent Hoppes or equivalent bottles lbs.	.....	65	
Soda ash lbs.	.....	2½	
Sodium Hydroxide lbs.	.....	1¼	
Waste, cotton, white lbs.	¼	.....	
Adjutant General Supplies			
Book, score	.....	30	

d. Requisition and manner of accounting for property authorized above.—The above property will be requisitioned and accounted for in the usual manner. Additional funds will not be made available for this purpose, and the cost thereof is properly chargeable to apportionments heretofore made for such items and allotted to Corps Area Commanders under Projects Nos. 30 and 27*a*. Requisitions for Score Books will be sent by States direct to the Militia Bureau.

16. *ELIMINATION RULES NATIONAL MATCHES. 1927.*—The following provisions of the rules for the National Matches, 1927, are published for the information of all concerned.

a. "Teams other than those representing the several branches of the Army, the Navy and the Marine Corps shall be subject to the following elimination rules:

b. "A team listed in Class A after the National Matches of 1925 or after the last National Match in which such team competed, shall have at least fifty per cent of its shooting members composed of men who have never before shot on any National Match Rifle Team. A team listed in Class B after the last National Match in which such team competed, shall have at least thirty per cent of its shooting members composed of men who have never before shot on any National Match Rifle Team. A team listed in Class C or unclassified after the National Matches of 1925, or after the last National Match in which such team competed, shall be subject to the following elimination rule only, to which all teams except those representing the Reserve Officers' Training Corps and Civilian Military Training Camps are also subject, in addition to the rules prescribed above:

"No team may have as a shooting member or alternate any man who has been a shooting member of any team in three or more of the five National Rifle Team Matches immediately preceding."

17. *NOTIFICATION OF INTENTION TO SEND A TEAM TO THE NATIONAL MATCHES AND THE SUBMISSION OF ESTIMATES.*—*a.* Upon the receipt of this circular, each State Adjutant General will promptly notify the Chief, Militia Bureau, whether or not a State Rifle Team will be sent to the National Matches, 1927. It is important that this notification reach the Militia Bureau not later than May 31, 1927.

b. Detailed estimates of funds required to cover the authorized expenses for the paritcipation of National Guard Teams in the National Matches will be submitted, in duplicate, at the earliest practicable date, and in no case later than June 1, 1927, to the Chief, Militia Bureau, in the following form:

(1) *Pay and allowances.*

Number	*Grade*	*No. of days travel*	*No. of days Camp Perry*	*Total No. of days*	*Av. daily rate of pay*	*Amount*

(2) *Subsistence for Enlisted Men.*

Number	*No. of days travel*	*Amount*	*No. of days Camp Perry*	*Amount*

(3) *Transportation (round trip).*

Ordinary transportation .....$
Pullman accommodations .....$
Tourist accommodations .....$
Total .....$

18. *REPORT OF THE DESIGNATION OF A TEAM CAPTAIN.*—Immediately upon the designation of the Team Captain and Range Officer. each state will submit a report showing the name, rank, organization, and address of each. Copies of this report will be forwarded to the Executive Officer, National Matches, Office, Chief of Industry, Washington, D. C.; and the Chief, Militia Bureau.

19. *MILITIA BUREAU REPRESENTATIVE.*—As during previous National Matches, the Militia Bureau will have a representative present at Camp Perry, Ohio, to handle National Guard business at the Matches, and assist the Teams in every possible way. He will be at Camp Perry from about August 25th until the departure of the National Guard Teams on September 18th (MB 353.3 Natl. Gen-32).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

Appendix 1 attached.

APPENDIX 1

Certificate to accompany reimbursement vouchers when travel on official business in privately-owned automobiles is authorized.

1. Dates of travel: Left.....at.....m.....192 .

   Arrived.....at.....m.....192 .

2. Leave of absence (if any) .....
3. Points of travel given in travel order .....
4. Distance between points given in travel order (over usual route) .....
5. Points of travel over route actually traveled .....

   .....
6. Distance over route actually traveled .....
7. Make of automobile used ....
8. Ownership of automobile .....
9. Number of occupants of automobile (other than self) .....
10. Actual operating expenses (to be supported by receipts):—

    .....gals. Gasoline, at.....per gal. $.....

    .....gals. Oil, at.....per gal. $.....

    Garage rent ..... $.....

    Bridge, ferry and other tolls .....$.....

(Do not include charges for repairs, depreciation, replacements, grease, alcohol, flushing crankcase, towage, etc.)

I certify that the above statement is correct, and accompanies my reimbursement voucher for travel performed pursuant to Par. ..... Special Orders No. .....Headquarters ..... dated..... 192 .

.....

Date: ....

6. An interesting paper giving the Medical Officer's view of the National Guard is published herewith:

THE MEDICAL OFFICER'S VIEW OF THE NATIONAL GUARD

* * * * *

Note: The following paper was prepared by Lt. Col. H. S. Purnell, M. C., on duty in the office of the Chief, Militia Bureau. and was read at a conference of all officers of the Militia Bureau. Col. Purnell has some remarks to make about the physical condition of the National Guard as reported to him and it was thought that his observations might be interesting to others outside the Militia Bureau.

Briefly summed up, the duties of the medical officer of the Militia Bureau are:

a. To review the physical examinations of candidates for commission, and of officers for promotion, and of those made to determine the maintenance of physical fitness of the officer and warrant officer personnel.

b. Coordination, with the Medical Section of the Air Service in the supervision of the physical examinations, and the maintenance of flying fitness of the Air Corps of the National Guard.

c. Medical review of the disbursements for medical treatment and hospital supplies for men and animals.

d. Coordination with the various Sections of the Bureau in matters of a technical nature pertaining primarily to those Sections.

The medical equipment of the National Guard is a subject with which under the present organization of the Bureau, the Medical officer has very little to do, his only function being to aid in the preparation of supply and equipment tables when called upon, or for technical conference, and to act as liaison officer between the Surgeon General's Office and the Bureau, in the solution of problems which become the subject of discussion.

The medical equipment and supplies furnished the National Guard are intended for armory and field training and for use in such State emergencies as the National Guard may be called upon to meet, and as with all other branches, considerable discretion must be allowed in determining the items needed and the quantities necessary, the problem not being one of quantity alone.

The Supply Section of the Bureau prepares tables of supply and equipment, including those of the Medical Department, and, likewise, acts upon all requisitions received from the several States.

All items of medical equipment and most of those of supply are furnished upon requisition though some of the latter items, notably those which rapidly deteriorate and those used only occasionally, such as certain bacteriologicals, the necessary quantity of which can not be predetermined, are purchased locally.

Like all other articles of supply, some of the medical items remain on the free list, though their number is rapidly decreasing.

Bills are constantly being received from the various States for medical supplies purchased in open market, often at a very high price, because of a so-called "emergency"; in reality, because requisitions were not made in time and the organization had to make local purchases or go to camp without medical supplies. However, improvement is taking place in this respect and each year shows fewer of these "emergencies."

By recent decentralization, approval of the purchase of veterinary supplies and payment for services has been taken out of the Bureau and transferred to the Corps Area, each State being given a quar-

terly allowance for these purposes. This allowance is based on the animal strength of the State.

Medical treatment and hospitalization of the National Guard is provided under the National Defense Act and is limited in case of disease occurring at authorized encampments, in line of duty, to the period of the encampment; whereas, in case of injury at camp in line of duty the period of treatment is unlimited, the sole criterion being fitness for travel, and in addition pay is provided up to a maximum of six months of hospitalization.

The term used in the National Defense Act in dealing with discontinuance of hospitalization is "until fit for travel to his home." This term has caused a great deal of discussion and much criticism. It is necessary that some limit to treatment be set and with recent rulings of the Comptroller General, though this is not entirely satisfactory, it becomes workable.

If the period during which the Guardsman was unable to resume his occupation from either sickness, injury, or both, was covered, and this is desired by many members of the Guard, there being no local agencies scattered throughout the United States upon which the Militia Bureau could depend for the supervision of treatment, the certificates of physicians who were interested parties, would be the only evidence to be relied upon and there would be room for innumerable errors and undoubtedly, the cost of medical treatment would increase by leaps and bounds.

No provision is made for compensation of individuals taken sick or injured at armory drills, except in case of accidents during flying, in which cases hospitalization and pay are provided as in case of injury at encampments.

It is expected that the medical personnel attached to and belonging to the organizations will, while in camp, care for the minor illnesses and accidents, and will use for this purpose the field equipment and supplies which they have obtained on requisition. When these cases require attention which cannot be given by the National Guard personnel with the field equipment, they are transferred to Army hospitals if available and if not, to civil institutions, the bills for the services rendered being forwarded to this Bureau for approval.

While the regulations governing medical and hospital treatment have been published and now seem fairly intelligible, much of the time of the medical officer here is spent in obtaining the necessary information relative to disease, injury, hospitalization, and the charges made for services, to show that the expenditures are properly authorized under the regulations and within the provisions of the National Defense Act.

Owing to the necessity for returning these bills to the State authorities and their being forwarded to officers who have returned to their homes, the securing of affidavits, revision of charges, etc., delay is unavoidable and at times seems interminable. This situation must necessarily be a source of vexation and annoyance to all concerned, but there seems no way to obviate it except by closer attention to the requirements of the regulations on the part of the States. Our course at times must seem picayunish but any lapse from strict compliance with the requirements which is passed unnoticed brings repetitions and future trouble. In reality, I suppose this passing back and forth of communications and meticulous compliance with law and regulations, constitutes in itself valuable instruction. I know at this end we learn a good deal about human nature.

As to the physical condition of the National Guard, with their

examination on entrance into the service and annual examination the supposition is that the organizations should be ready to step into the Federal service on short notice with units completely officered up to peace strength without eliminations on account of physical defects, but should an emergency arise at the present time, I believe, if examinations were carried on by an impartial board of competent medical officers, such would not be found to be the case and eliminations would be the order of the day.

Every officer of the National Guard, active and reserve, is required to be physically examined once each year and a report made to this office on Form 63, A.G.O. Flying personnel to qualify for flying must pass a physical examination every six months and this is reported on Form 64, A. G. O. Therefore, with the examinations of the newly commissioned officers resulting from the 20% to 25% turnover, there should be, roughly, something over 15,000 physical examinations coming yearly to the Militia Bureau for review; that is, about 1,250 monthly or 50 daily, and while there are a great many of these reports, this number does not arrive, and of those which do come, I believe a very large number do not show the true condition of the officers purported to have been examined. On inquiring of National Guard medical officers why their reports are so unreliable I was told by the senior medical officer of a nearby State, one of the largest and most populous, and one with a National Guard organization second to none, that if the medical examinations were made rigidly in compliance with regulations, it would break up the organization in that State. Others told me that their States only allowed a small sum, uually 75c for physical examinations and that no man could make a complete physical examination for that amount. Of course, that is true, but it members of the National Guard are only going to do what they are paid for, I fear for the future of the Guard, which will cease to be what it has always been, an organization serving for the love of things military.

We know that in every 100 men examined even among picked men, such as those of the Regular Army where annual examinations are rather carefully made, that there is a certain percentage of minor as well as major defects and abnormalities, and when hundreds of these reports come in from the National Guard without showing the normal rate of defects it can readily be seen that thorough examinations are not the rule.

Formerly, many of the reports of these examinations were returned for completion and correction but the clerical filling of the blanks is now much better and relatively few are returned.

The examination for flying is a more thorough examination than that required for other service and must be made by one specially trained for this work—indeed, this examination is so highly technical that even the results when transcribed to Form 64 are unintelligible to the ordinary medical man unless he has had this special training and those sent to this Bureau must be taken to the Air Service for review, also for comparison with their records, and a copy is sent them for file, so that their office has a complete file of all flying personnel in the Regular Army, National Guard and Reserve.

A very careful check is kept here upon the examinations of flying personnel and the Adjutant General is notified when they fail to comply with the physical examination requirements or to conform to the requirements for physical examination.

7. An interesting paper received from the Militia Bureau relative to National Guard Air Corps activities, is published herewith:

NATIONAL GUARD AIR CORPS ACTIVITIES

* * * * *

Note: The following paper was prepared by Captain Charles T. Phillips, Air Corps, on duty in the office of the Chief, Militia Bureau, and was read at a conference of all officers on duty in the Militia Bureau on March 2, 1927. The facts presented were deemed of sufficient importance to warrant publication.

Federal recognition was extended the first observation squadron of the National Guard in January of 1921 and during that calendar year five additional squadrons were organized. At that time, both the then Chief of the Militia Bureau and the Chief of Air Corps were frankly of the opinion that on account of the many technical difficulties, Air Corps units in the Naional Guard would not be successful. However, the Air Corps had a great quantity of surplus equipment and at that time it was generally believed there were approximately 10,000 trained pilots scattered over the country. The first half dozen squadrons were therefore recognized as an experiment. They proved reasonably successful, and the Chief, Militia Bureau, has extended Federal recognition to additional units so that at the present time there are 16 federally recognized Observation Squadrons and 13 Photo Sections, the organizational scheme being the Division Air Service, consisting of one Squadron and one Photo Section, for each of the 18 Infantry Divisions. Four additional Photo Sections and one additional Squadron are authorized for the present fiscal year. The budget for 1928 provides for an additional Division Air Service, while another is provided in the tentative estimates for the fiscal year 1929. This will make 19 Squadrons and 18 Photo Sections, one Army Squadron (Arkansas) having been added to the original plan.

Due to the experimental nature of these units and the youth and lack of precedent on many matters in the Air Corps itself, a great many problems have been presented in connection with their organization. I will try to confine my remarks to what seem to be the major problems.

The first one is the procurement of flying personnel. The Tables of Organization for a Division Air Service call for 31 flying officers, 19 of whom shall be pilots and 12 observers. In the units now federally recognized, the National Guard now has 201 pilots, 23 observers and 58 non-rated officers acting as observers. There are vacancies in the existing units for 235 flying officers, 103 of whom should be pilots. When all 19 squadrons are organized in the fiscal year 1929 to conform to the Tables of Organization the National Guard should have 589 flying officers or more than twice as many as are in the existing units.

The flying strength of the National Guard cannot be materially increased from the ranks of the war trained reserve officers. In the first place the period of usefulness of an airplane pilot, who does not keep up his flying training, is only three years. The reserve section of the Office of the Chief of Air Corps estimates that there are today only 300 reserve pilots, who would be of immediate value in the event of a mobilization and only 750 additional pilots in the entire United States (exclusive of the National Guard), who would be of value after intensive refresher training.

Observers can be trained in the National Guard Squadrons, so candidates commissioned in the Air Corps units of the National Guard come under the same regulations as govern all combat branches except that they must successfully complete the special examination for flying.

Regulations issued by the Chief, Militia Bureau, provided, however, that airplanes issued the National Guard will be piloted only by officers holding an airplane pilot's rating recognized by the Chief

of the Air Corps. There are two airplane pilots' ratings; one that of "Airplane Pilot," and the other "Junior Airplane Pilot." At the present time the senior rating is given only men who have completed the course at the Advance Flying School of the Air Corps. The Junior Airplane Pilots' rating is given for successful completion of the primary flying school course or upon successful completion of examination by a board convened by authority of the Chief of Air Corps.

The difficulty in increasing the number of pilots in the National Guard would be minimized if primary flying training as a preliminary to the tests for the J. A. P. rating could be permitted. However, primary flying training in the National Guard has not been authorized. The Air Corps does not permit primary training at any of its fields or stations, except the schools, and strongly recommends against it in the National Guard. Its recommendation was concurred in by the Chief, Militia Bureau.

The following methods of securing pilots for the National Guard, therefore remain:

First: Physically fit applicants may be commissioned in the National Guard and sent to the primary flying school. Funds permit sending about 20 officers a year to this school. Approximately 50% of the officers so sent return to their units with the J. A. P. rating.

Second: Successful completion of the J. A. P. test by National Guard officers who received their primary training at civilian flying schools. This is an uncertain source. The National Guard in the past has averaged about ten pilots a year from this field.

Third: The procurement of officers from among the individuals who have completed the Air Corps schools as flying cadets. By an informal agreement enlisted men of National Guard Squadrons, who are otherwise qualified as civilian applicants are given priority in appointment as flying cadets. However, to be enlisted as flying cadets they must be discharged from the National Guard. About 12 men are sent from the National Guard each year to school as flying cadets. This course requires a complete year. Very few of these men have returned to their units with a pilots' rating. Only 25% of all flying cadets complete the course successfully—some of the successful cadets secure commissions in the regular establishment, while most of the others are picked up by commercial flying concerns with the result that very few return to the place of their enlistment.

The prospect for an increase in the flying strength of the National Guard is not very bright, therefore, unless a new source of supply of pilots can be found or created. As the cost of operation of these squadrons is now quite a large sum which is not greatly increased by an increase in flying strength, the question of additional pilots has become more important during the past two years.

About six months ago the Chief, Militia Bureau, caused a study to be made of the relation of National Guard units to the flying training being conducted by the Air Corps. As the result of this study and the Chief, Militia Bureau's recommendation, the Chief of Air Corps has recommended a change in Army Regulations governing the appointment of flying cadets which would permit the filling of vacancies as flying cadets, immediately after qualified candidates from among enlisted men of the Regular Army have been appointed, from among officers and enlisted men of Air Corps units of the National Guard; the appointments to be for six months Primary Flying Course, or for the complete course at the discretion of the Chief, Militia Bureau. The only restrictions would be that the candidates be physically fit for flying within the age limit—20 to 27 years, and that in the case of enlisted men that they be qualified for commission in the National Guard. As the successful candidates

from the ranks of the Regular Army have never filled more than one-half of a Primary Flying class of 200 it looked for a time as if this plan would do much to solve the Problem. I understand, however, that the War Department is objecting to a waiver of the mental examination for candidates from the National Guard. As relatively few National Guard officers who have been out of school or college for more than a year could pass the examination for flying cadet this plan may not secure the desired result. In the past there has been no lack of candidates for flying training from the National Guard. It should be borne in mind, however, that even if authority is finally received for the appointment of flying cadets direct from the National Guard, a very small proportion of the men appointed will return to their units with a pilots' rating. Fifty per cent of all candidates fail to complete the primary course and another 50 per cent fail to complete the advanced course. For the next five years all men successfully completing the advanced course will have an opportunity to go in the regular establishment, either with permanent commissions or for one year's active duty as reserve officers.

The 201 pilots who are in the National Guard are keeping up their training. While this is only about 12 pilots per squadron, 6 less than required by Tables of Organization, it is twice as many as are actually on duty with the average Oservation Squadron of the Regular Army in the continental limits of the United States. These pilots during the fiscal year 1926 flew 11,953 hours, an average of over 67 hours per pilot. The average flying time for Regular Army pilots was only 128 hours. When we realize that the Air Corps reserve of 10,000 war trained pilots has been practically eliminated through lack of consistent flying training, it seems that the National Guard is accomplishing something worth while if it can continue to keep even 200 pilots in training. 110 of these National Guard pilots qualified on service airplanes during 1926 Field Training period. In addition to actual piloting, the National Guard Squadrons have trained a number of fairly efficient observers. Both during the armory and field training periods all of the missions common to the role of Division Air Service are practiced. They have also demonstrated that they can maintain their equipment.

The training of all squadrons has been handicapped in the past by a lack of service equipment, as the airplanes which they have been using could not carry machine guns or modern radio equipment. Training in the actual operation of the guns or service radio had to be concentrated in the short field training period and even then in many cases service equipment could not be made available for their training by the Regular Army.

The National Guard was originally equipped with the JN type training airplane, a war surplus. These airplanes were issued to the National Guard as a free issue but a charge of $2000 for reconditioning each airplane was made by the Air Corps. During the first years of the existence of the Air Corps units in the National Guard practically all parts, both airplane and engine, were a free issue. This stock was gradually diminished and it was realized that the JN itself would have to be replaced by a new type. The Chief, Militia Bureau, early in the calendar year 1926 convened a board of officers to study the replacement question. This board recommended the replacement of the JN with 3 standard service observation and 5 advanced training airplanes in each squadron.

There is no advanced training airplane in existence, but the National Guard officers on the board were very desirous of securing something with better performance than the Primary training plane which is replacing the JN in the regular Army. The Army is now attempting to develop an advanced training airplane.

When the board was in session it was thought that while the JN should be replaced as rapidly as practicable, still it could continue

in service for another two or three years. Also it appeared that funds which would be available for the fiscal years 1926 and 1927 for the purchase of new equipment would be sufficient only for the acquisition of the three standard service type planes for each squadron. So the Chief of Bureau approved the recommendation of the board despite the fact that the Advanced Training Airplane was only on paper.

Immediately after the approval of the board proceedings funds of the fiscal year 1926 were transferred to the Chief of Air Corps for the purchase of 14 "Standard Observation Airplanes." The Chief of Air Corps ordered 14 airplanes of the Douglas 0-2c type and the Militia Bureau planned to purchase 35 additional airplanes of this type just as soon as 1927 funds became available. This would have given each squadron its complement of service airplanes before the summer training period of 1927.

However, before delivery of the 14 airplanes ordered, this type developed what we call "auto-rotation" and while that complaint was not serious enough to justify cancellation of the order, the Air Corps decided to purchase no more of the same type. Funds of the fiscal year 1927 became available and the Chief, Militia Bureau, requested the Chief of Air Corps to purchase 27 "Standard Service Observation Airplanes" for the National Guard. The Chief of Air Corps answered that he had no standard observation airplane which he would recommend for issue to the National Guard.

In the meantime accident statistics became available which showed that in the event of a major crash, occupants of a metal fuselage airplane, had a much better chance of escaping serious injury than occupants of a wooden airplane. So the Chief of Air Corps issued orders to his depots that after January 1st no JN airplanes would be given major overhauls. For a time it appeared that despite the availability of funds the National Guard would soon be without flying equipment.

However, recently, the Chief of Air Corps recommended the issue as standard Observation Planes to the National Guard of the Curtiss 0-1 with the Liberty engine. A contract for 35 of these airplanes for the National Guard, subjected to a satisfactory service test has been let. It is doubtful, however, if many of the squadrons can be supplied with this job in time for field training in 1927.

The issue to the National Guard of service airplanes should result in great training strides in the next two years as it will permit the issue of service auxiliary equipment. The 1928 budget provides for the purchase of 3 SCR 134 sets (telephone and telegraph, sending and receiving from the airplane) and 1 SCR 136 ground set (the ground complement of the 134) for each squadron. The standard machine guns can also be installed and aerial gunnery practiced during the Armory drill period.

AIR CORPS SUPPLY

The Air Corps supply situation has from the beginning been unsatisfactory. At first the Air Corps could furnish no list of supplies, which would be available for the National Guard either with or without reimbursement. So all requisitions at first were routed through the Corps Area Commander to the Field Service Section, where a chart was prepared to show location of each item cost, if any, etc. The requisition was then returned through the Chief of Air Corps to the Corps Area Commander, who would then forward it to the Chief, Militia Bureau. If funds were available and the issue approved the Chief, Militia Bureau, returned the paper to the Air Corps for issue. In about six months the unit received the property. In 1925 the Air Corps was able to publish a list of supplies authorized for issue to the National Guard. Just prior to the fiscal year 1927 the first real system of issue to the National Guard was

worked out. Under this the Chief, Militia Bureau, allotted to Corps Area Commanders for each unit the sum of $6500 for maintenance. Requisitions are now routed from United States Property and Disbursing Officers to the Corps Area Commander, who from the list of material available figures the reimbursement required, issues the procurement authority and forwards the requisition to the Air Corps Field Service Section, which makes the issue. This has cut the period required to secure the issue of an item in stock and available from six months to about three months. Where the item has to be purchased the period is sometimes a year.

As the number of non-available items will be very large during the next fiscal year a new system must be worked out. The Air Corps states that its funds are too limited to permit the acquisition of stocks sufficiently in excess of its own annual requirements to permit the supply of the National Guard and that unless funds are transferred in bulk at the beginning of a fiscal year it must purchase in small quantities for the National Guard after funds have been transferred. This means an increased cost as well as a costly delay.

There are some 3,000 separate items in an airplane and one half as many in an engine in addition to other Air Corps material as parachutes, aviation clothing, tools and photographic equipment and supplies. In the fiscal year 1928 engine and engine parts will probably be available in stock at the Air Corps depots while practically all other items must be purchased after the transfer of funds. A system under which the maintenance funds for all units would be transferred at the first of the fiscal year to the Air Corps, which would then assume the supply of the National Guard so long as the units remained within their credits, has been proposed. But the legality of any plan requiring a transfer of funds except for the purchase of a specific item has been questioned and no definite action has been taken. It is realized that this problem is a basic one. However, unless a satisfactory solution is reached before the beginning of the fiscal year 1928, it is my opinion that the operation of the National Guard Observation Squadrons is going to be seriously handicapped.

COST OF AIR CORPS UNITS

The following estimate of the cost of Air Corps units in the National Guard for several fiscal years, was prepared for the Budget Advisory Committee and may be of interest:

Fiscal Year 1925

14 Observation Squadrons

Flying Pay (estimated)	$18,537.80
Replacement, JN Planes (28)	56,000.00
Caretakers ($710 allowance in 1925)	127,280.00
Armory gas and oil	43,200.00
Field Training gas and oil	22,400.00
Maintenance and repairs	200,590.44
Total	$468,008.24

Fiscal Year 1926

16 Observation Squadrons

Flying Pay (estimated)	$35,794.10
Maintenance and Repair, Material	229,246.20
Replacement JN's	64,000.00
Caretakers (7—total 1050 per mo.)	157,500.00
Armory gasoline and oil	45,000.00
Field Training gasoline and oil	25,600.00
New 0-2's	209,835.60
Total	$766,975.90

Fiscal Year 1927

18 Observation Squadrons

(2 to be recognized during last half of year)

Flying pay (estimated)	$45,794.10
Armory gasoline and oil	64,800.00
Field Training gasoline and oil	28,800.00
Project 32	130,900.00
Project 31	535,000.00
Caretakers	226,800.00
Total	$1,032,094.10

Fiscal Year 1928

18 Observation Squadrons

Flying Pay (estimated)	$83,672.50
Gasoline and oil for 18 Squadrons at $4,000.00 per unit	72,000.00
Gasoline and oil for Field Training	28,800.00
Caretakers	226,800.00
New Airplanes, Project 44	787,500.00
Signal Equipment, Project 46	90,728.00
Repairs, material, etc., Project 45	201,600.00
Total	$1,491,100.50

It is my opinion that with the initial equipment of all units with modern airplanes, practically completed in 1928, the annual cost will drop to about one million dollars, where it should remain for a number of years.

The average cost of an aircraft flying hour during the fiscal year 1926 in the National Guard was $41.38. This compares favorably with the regular army estimate $54.69 for the same type of airplane, the army estimate being higher as the initial value of the airplane was used in figuring depreciation, while the National Guard used the cost of a major overhaul, $2,000, as JN's were furnished as a free issue.

During the past calendar year I was able to visit 14 of the 16 Squadrons. By combining "ferry jobs" with regular visits of instruction I traveled 3,000 miles by rail and 9,000 miles by air at a cost of only $413 to Militia Bureau funds. From observations on these trips and reports available here in the office I would rate seven of the Squadrons as very satisfactory, five as satisfactory and three as unsatisfactory. The last squadron organized is not rated as it has no flying field.

8. The following index to Militia Bureau Circulars, Series 1925, was received late, but is published as a matter of reference:

INDEX TO MILITIA BUREAU CIRCULARS
1925 SERIES

Subject	Serial Number	Date
Adjutants General:		
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Air Intelligence Section:		
Disbandment	24 B	May 20
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Record of	6 A-5	Feb. 12
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Officer's certificate to accompany pay rolls..	32 A-22	July 14
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Allowances, 1925	4 A-3	Jan. 20
National Matches, 1925	19 B	April 18
	22 B	May 7
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Armory Drill pay	20 B	May 4
Armory Drill:		
Reserve Officers	16 A-12	April 3
Army Correspondence Courses, 1925-1926, ...	48 B	Oct. 17
Army Team Badges:		
For principals and alternates on National Match pistol teams	35 A-24	Aug. 1
Authority numbers:		
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Members National Match rifle teams	26 A-17	June 2
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Coast Artillery:		
Tables of Equipment	27 A-18	June 11
Coast Artillery (H.D.):		
Maintenance strength battalion headquarters & regimental headquarters batteries,	6 A-5	Feb. 12
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Examination for gunners	50 B	Oct. 26
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Preparation	38 B	Sept. 5
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Requirements and badges	26 A-17	June 2
Distinguished pistol shot badges:		
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Enlisted Men:		
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Enlisted Men, R.A.:		
Status of retired, in National Guard	28 A-19	June 17
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For National Guard rifle teams	29 B	June 29
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Policy, new units	17 B	April 9
	14 B	March 31
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Redesignation	9 A-8	March 21
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Contents and method of packing	39 A-25	Aug. 31
Field Instruction:		
Attendance, unassigned reserve	18 A-13	April 15
Pay tables, officers, warrant officers and enlisted men	32 A-22	July 14
Reserve officers	16 A-12	April 3
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Examination, Coast Artillery Corps	50 B	Oct. 26
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Status of, carried with medical department detachments in table of organization	45 A-30	Oct. 1

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Regulations re hunting and fishing	40 A-26	Sept. 16
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National Matches:		
Badges for members of rifle teams	26 A-17	June 2
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National Matches, 1925:		
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	22 B	May 7
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To and from National Matches	33 B	July 15
Transportation requests:		
Estimated costs of transportation	1 B	Jan. 8
Revocation requirement copies be furnished at close of each month	37 B	Aug. 29
Travel on	9 A-8	March 21
Travel:		
Transportation requests	9 A-8	March 21
Uniform insignia:		
Chiefs and assistant chiefs of staff, divisions	7 A-6	Feb. 19
U. S. Military Reservations:		
Expenditures of State funds on	14 B	March 31

9. The following communication of Headquarters, Third Corps Area, relative to standard American pistol targets, is published for guidance of National Guard officers:

HEADQUARTERS THIRD CORPS AREA
United States Army
Baltimore, Maryland

May 25, 1927.

Subject: Standard American Pistol Targets.

To: Commanding Officers of all posts, camps and stations, USP&DO's of National Guard, and Professors of Military Science & Tactics of ROTC Units, in Third Corps Area.

1. The following letter from the office of the Chief of Ordnance, File 00 416/2104, (3-C00 416.11/180) dated May 20, 1927, is quoted:

"Item No. 6132, Ordnance Committee Minutes, authorizes the issue of Standard American Pistol Targets, 50 yards, for department and corps area competitions. A stock of these targets is being procured, part of which will be placed at Raritan Ordnance Reserve Depot to meet the estimated needs of the 1st, 2nd, and 3rd Corps Areas and the District of Washingotn. In the event any are required within the 3rd Corps Area, requisitions for same should be forwarded to the Commanding Officer, Raritan Ordnance Reserve Depot, for supply.

It is anticipated these targets will be available at Raritan Ordnance Reserve Depot within the next three months.

Allowances will be embodied in AR 760-400, now under revision."

2. Requisition for these targets should be submitted to the Corps Area Ordnance Officer on or about August 15, 1927.

By command of Major General MacArthur:

D. Y. BECKHAM,
Lt. Colonel, Adjutant General's Dept.
Assistant Adjutant General.

CIRCULAR LETTER
C00 No. 119

10. The U. S. Property and Disbursing Officer, Harrisburg, Pa., issued on June 3, 1927, a circular letter relative to issuance of radio sets, which is republished herewith:

UNITED STATES PROPERTY AND DISBURSING OFFICER
National Guard of Pennsylvania
Harrisburg, Pa.

June 3, 1927.

Subject: Issue of Radio Sets.

To: Commanding Officers, All Communication Units, Pennsylvania National Guard.

1. For the information and guidance of all concerned there is quoted below, letter from the Militia Bureau representing the policy assumed in issue of radio sets to the National Guard.

"1. About the middle of last December this Bureau placed an order with the Chief Signal Officer for the purchase of radio equipment and reel carts.

2. As indicated in letters to Corps Area Commanders dated Dec. 16, 1926, the plan of the Militia Bureau is to furnish modern radio sets to the National Guard on the following basis:

Radio sets, SCR-77B—One to each:

Infantry:
Regimental Headquarters Company
Battalion Headquarters Company

Field Artillery:
Regimental Headquarters Battery
Battalion Headquarters Battery

Signal Corps:
Division Signal Company

Radio sets, SCR-109A—One to each:
Field Artillery:
Brigade Headquarters Battery
Regimental Headquarters Battery

Coast Artillery Corps:
Regimental Headquarters Battery (A. A. Artillery)
Regimental Headquarters Battery (155mm gun) T.D.

Radio Sets, SCR-127—One to each:
Cavalry:
Regimental Headquarters Troop

Radio sets, SCR-130—One to each:
Infantry:
Brigade Headquarters Company

Cavalry:
Brigade Headquarters Troop

Signal Corps:
Division Signal Company

Reel Carts (type RL-16)—One to each:
Infantry:
Brigade Headquarters Company
Regimental Headquarters Company
Battalion Headquarters Company

Coast Artillery Corps:

Regimental Headquarters Battery (155mm gun & A. A. Art.)

Battalion Headquarters Battery (155mm gun & A. A. Art.)

Lettered Battery (A. A. Artillery)

3. In allotting the above mentioned equipment to the several states consideration has been given to the quantities of this type of equipment already in the hands of the state. It will be noted that on the basis mentioned in paragraph 2 above, some units will not be fully equipped in accordance with the new National Guard Eqipment Tables. The basis of supply indicated in paragraph 2 is what is regarded by the Militia Bureau as being the minimum requirements for training purposes. Issues will, therefore, not be made on the basis of Equipment Table Allowances.

4. Shipping instructions have been furnished the Chief Signal Officer covering the supply of this equipment. It is therefore unnecessary for the states to submit requisition for radio sets. The parts that compose the various radio sets will be shipped direct to the state from the factory or Signal Corps Depot as the case may be. The exact dates when these shipments will be made cannot be given at the present time. Some shipments have already been made and additional ones will be made from time to time as the parts that are being manufactured become available. All this equipment is being furnished without charge against Corps Area allottments.

5. Action similar to the above will be taken in equipping the Headquarters Troops of Cavalry squadrons as soon as funds become available, probably in the fiscal year 1928.

6. Although the communication carts (one mule) telephone and radio, are called for in the National Guard Equipment Tables, none are available for issue to the National Guard and this type of cart is not considered practicable for National Guard use. The Militia Bureau has arranged to conduct some practical tests this coming summer with a light type of cart which it is believed will prove more satisfactory for the training of the National Guard than the communication cart (one-mule) now in use by the Regular Army. The light cart which is to be tried out this summer is intended primarily for hand draft, but it is also provided with attachments and light detachable shafts to permit it being towed behind another vehicle or by animal draft."

2. As those sets are received by the U.S.P. & D.O., they will be distributed to the organizations for which intended. This office will exert all possible efforts to obtain expeditious supply of the sets.

3. Any radio sets which are now on hand, not within the scope of the above distribution, may be retained by the respective organizations *if the sets are shown in the T. E. Tables of equipment as an authorized part of the Peace Strength Equipment of the organization.*

4. If, however, any sets are on hand that neither come within the above distribution or within the Peace Strength Allowance listed in T. E. Tables, it is requested that same be prepared for return to this Arsenal.

5. Such unauthorized sets will be prepared for shipment to this Arsenal and application made on this office for Bill of Lading to cover transportation. Application should show number of boxes, crates or bundles, etc., weight of each container, and an itemized list of the parts being returned. Correct nomenclature of the component should be clearly stated.

6. After such sets have been returned, reports of survey should be forwarded covering such components of the set as were not available for return.

7. If such missing parts are not known to the Commanding Officer, he may make application on this office for a list of the components comprising the pertinent set. Such lists will not be furnished unless application for same is filed with this office.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal,
Lt. Col. QMC (Pa.) U. S. P. & D. O.

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11. The following communication of the U. S. Property and Disbursing Officer has been mailed to all National Guard officers concerned, but is published herewith for information:

THE UNITED STATES PROPERTY AND DISBURSING OFFICER

National Guard of Pennsylvania

Harrisburg, Pa.

Subject: Change of Hoof Numbers—Public Animals
To: Commanding Officers, All Mounted Organizations, Pa. N. G.

1. It has come to the attention of this office that several organizations of the National Guard to whom are issued public animals, have changed hoof numbers without advising this office. These changes have rendered the descriptive cards on file in this office somewhat inaccurate.

2. It is, therefore, requested that no hoof numbers of public animals be changed, without prior and specific authority of this office. Where application is made for such authority, it will be required that after hoof numbers have been changed, this office be furnished with a statement showing the old numbers and the new numbers.

3. Strict and explicit compliance herewith is requested.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal,
Lt. Col. QMC (Pa.) U. S. P. & D. O.

By order of JOHN S. FISHER,
Governor and Commander-in-Chief.

F. D. BEARY,
The Adjutant General.

Official:

.....
Adjutant.

COMMONWEALTH OF PENNSYLVANIA,
THE ADJUTANT GENERAL'S OFFICE,
Harrisburgh, Pa., *August 2, 1927.*

Bulletin
No. 3

1. The following communication of the War Department is published for the information and guidance of all concerned:

WAR DEPARTMENT
The Adjutant General's Office
Washington

In reply
Refer to: AG. 210.1 O. R. C. Signal (6-3-27) Res.

June 6, 1927.

Subject: Suspension of appointments in the Signal Corps Reserve.

To: Corps Area and Department Commanders.

1. In Letter from this office dated March 6, 1925, AG. 210.1 O. R. C. Signal (2-20-25), Subject: Suspension of appointments in the Signal Corps Reserve, is rescinded and the following is substituted therefor.

2. In view of the existing surplus of officers in the Signal Corps Reserve, appointments in that section above the grade of second lieutenant, are temporarily suspended. During the period of suspension applications for appointment in that section for the suspended grades will not be forwarded to the War Department.

3. This suspension does not apply to applicants who are federally recognized officers of the National Guard.

By order of the Secretary of War:

LUTZ WAHL,
Brigadier General,
Acting the Adjutant General.

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2. The following circular of the War Department is published as pertaining to the 28th Division Air Service:

WAR DEPARTMENT
Office of the Chief of Air Corps
Washington

June 3, 1927.

CIRCULAR
15-67

BLANK FORMS AND REPORT

Air Corps Form No. 228, Parachute Inspection Record

1. Parachute Inspection Record, Air Corps Form No. 228, will be used for maintenance record of the packing, drop testing, inspection and status of all parachutes at all Air Corps activities where parachutes are maintained, used or stored. New forms will be started, in original only, on the first day of each month. At the end of the month the record will be signed by the Parachute Officer and retained in the file of the Parachute Department.

2. At the head of the report will be entered the name of the station submitting the reports and the date of the report.

FACE OF FORM

3. Column 1—Air Corps Number of Parachutes—In this column will be entered at the beginning of the month, the Air Corps numbers of all parachutes on hand. These will be listed numerically by series, starting with the oldest series. As additional parachutes are received during the month they will be added to the form. If more than one sheet is needed, additional copies of Form 228 will be used and the proper page number and number of pages entered

at the top. All sheets with the exception of the last will be cut off at the double line, just above the totals and all totals entered on the last page. The parachutes on the accountable records of the Station Supply Officer and those which are not on the accountable records of the station submitting the report, will be entered on separate sheets. At the top of the form in the blank space provided under the date will be entered the words "Station Supply" or "Not on Accountable Records," as the case may be. In the case of Air Intermediate Depots having Major Repair Departments, the parachutes on the accountable records of the Depot Supply Officer will be entered on a separate sheet and at the top of the form will be entered the words "Depot Supply."

4. Column 2—Type—In this column will be indicated the type of parachute, using the type designation given in the Air Corps Catalog.

5. Column 3—Individual or Organization to Whom Issued—In this column will be shown the name of the individual to whom the parachute is issued. If not issued to an individual, show the organization to which issued. If the parachute has not been issued, its status will be given in this column by the following designations: "Awaiting or Undergoing Repair"—"Awaiting Survey"—or "In Storage."

6. Columns 4 and 5—Packed this Month—In column 4 will be entered the date the parachute was packed during the current month, in accordance with instructions contained in Technical Order No. 13-5-2. In column 5 enter the last date the parachute was repacked if it fails to come in for repacking in the current month. At the foot of column 5 will be entered the total of delinquent parachutes during the period.

7. Columns 6 and 7—Drop Tested in Six Months—In column 6 enter the date the parachute was drop tested if within the last six months. In column 7 enter the date the parachute was drop tested if it is more than 6 months. At the foot of column 7 will be entered the total of delinquent parachutes during the period.

8. Columns 8 to 26, inclusive—Inspections—In each of the columns 8 to 25, inclusive, will be entered the last name initial of the worker after the respective parts are inspected. The inspection of parts listed in these columns will be in accordance with the instructions for inspections contained in Technical Order No. 13-5-2. In column 26 will be entered the date of which the harness was fitted.

9. Columns 27 to 32, inclusive—Replacement Dates—In each of columns 27 to 32 inclusive, enter the dates the respective parts were replaced if replacement was made. If replacement of any part was not made, indicate this with an "X" in the proper square.

10. Column 33—Inspector—In this column will be entered the initial of the last name of the individual who actually inspects the parts and units in columns 27 to 32 inclusive, after replacement.

11. Columns 34 and 35—Packers—In columns 34 and 35 will be entered the initials of the last name of the individual who actually perform the packing.

BACK OF FORM

12. The back of the form is provided with a vertical row of figures indicating the days of the month.

13. Column 1—Personnel in Section—Enter in this column the number of personnel in the Parachute Department opposite the dates.

14. Columns 2 and 3—Man Hours—In column 2 will be entered the man hours each day which are spent in parachute maintenance. In column 3 will be entered the man hours each day which are spent by members of the parachute Department in work other than strictly parachute maintenance. At the foot of column 2 and 3 will be entered the total of man hours.

15. Column 4—Officer's Initials—The Parachute Officer will place his initials in this column each day that he inspects the activities of the men engaged in parachute work and the record of their work on this form.

16. Column 5—Remarks—In this column will be entered, each day, the troubles that have occurred on parachutes, or any serious defects which have been noted. In case work is being held up, due to lack of material, enter the names of parts, the lack of which are holding up the work. Where any parachutes have received improper care or have been damaged by negligence enter this also. The entries for each day will be preceded by a number indicating the day of the month. All reference to particular parachutes will quote the serial number of the parachute.

17. Where delinquencies appear in columns 5 and 7, on the face of the form, Commanding Officers will take steps to insure immediate compliance with existing regulations.

18. Air Corps Form No. 228 will also be used for rendering reports to the Field Service Section, as follows: At the end of each month the data contained in columns 1 to 7, inclusive, on the front of the Parachute Inspection Record for that month, will be copied on blank forms No. 228. Two copies (typewritten) will be prepared. Both copies will be signed by the Parachute and Supply Officers, and forwarded to the Commanding Officer. The Commanding Officer will sign one copy and forward it to the Field Service Section. The other copy should be filed.

By order of the Chief of Air Corps:

W. G. KILNER,
Major, Air Corps, Executive.

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3. The following Training Memorandum issued by Headquarters Third Corps Area, is published for the information and guidance of all concerned:

HEADQUARTERS THIRD CORPS AREA
United States Army
Baltimore, Maryland

April 12, 1927.

TRAINING MEMORANDUM:
No. 3.

Subject: Test Mobilization.

1. In compliance with Section IV, AR 120-10, test mobilization for troops in the Third Corps Area will be executed as hereinafter directed. References, unless specifically excepted, are to paragraphs in the above regulations.

a. Purpose.

(1) To determine the efficacy of unit mobilization plans and the state of readiness of all units to execute same.

(2) To insure a thorough knowledge, of the unit plan of the organization concerned and of pertinent mobilization regulations, on the part of all assigned or attached officers.

b. How conducted. In so far as practicable the provisions of paragraph 51 will govern.

c. When conducted.

(1) *Regular Army.* Organizations scheduled for duties in connection with summer training will conduct tests prior to the inauguration of the training season. All other units, installations and activities at such time as may be designated by this headquarters and not later than June 30, 1927.

(2) *National Guard.* National Guard units scheduled for field training at time of assembly for movement to summer camp.

(3) *Organized Reserve.* All Organized Reserve units designated for active service during the training season will execute tests during the month of June, 1927, or during the period of active service. The specific dates for same will be prescribed by the Commanding General, Third Coast Artillery District, for Coast Artillery units, by Chiefs of Staff for units under their jurisdiction and by executive officers of nondivisional units.

Organized Reserve units not designated for active service during the training season will hold test mobilization at such time as may be designated by this headquarters. In this connection, attention is invited to the provisions of paragraph 3, General Orders 9, Headquarters Third Corps Area, dated April 22, 1925.

d. Reports.

(1) Written reports will be submitted as prescribed in paragraph 52a (2). Forms will not be provided by this headquarters.

* (2) In addition to report required in (1) above an Availability Report will be rendered to this headquarters. Form No. 3, paragraph 54 will be used as a guide in the preparation of this report.

**In the case of the National Guard, the availability report will be prepared by this headquarters.*

By command of Major General MacArthur:

I. C. JENKS,
Colonel General Staff,
Chief of Staff.

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4. The following communication from Headquarters Third Corps Area as to the issuance of goggles, is published for information and files:

HEADQUARTERS THIRD CORPS AREA
United States Army
Baltimore, Maryland

June 20, 1927.

400, 356 (6-20-27)
72

Subject: Goggles.

To: Commanding Officers of all Posts, Camps and Stations, USP&DO's of National Guard, and Professors of Military Science & Tactics of ROTC Units, in Third Corps Area.

1. The following letter from the office of the Chief of Ordinance, file 00 400.356/2416 Misc., COO 470.72/3, dated June 7, 1927, is quoted for your information:

"Item No. 5974, Ordnance Committee Minutes, provides '3 prs. Goggles, clear, non-splintering glass' as part of the contents of light auto tool chest. In order to meet anticipated demands from the service for these goggles steps have been taken to procure a supply.

The Ordnance Officers of all Corps Areas (1 to 9) and the Ordnance Office, District of Washington, will forward any requisitions received to the Commanding Officer, Rock Island Ordnance Intermediate Depot, Rock Island, Ill., for supply."

2. Requisitions for goggles should be submitted to this headquarters for necessary action.

D. Y. BECKHAM,
Lt. Colonel, Adjutant General's Dept.,
Acting Adjutant General

CIRCULAR LETTER
COO No. 120

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5. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

(This Circular received too late for publication in Bulletin No 2 June 11, 1927)

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

May 5, 1927.

CIRCULAR
No. 14-B

PURPOSE NUMBERS FOR USE IN CONNECTION WITH PROCUREMENTS FOR THE NATIONAL GUARD

1. MB Circular No. 25-B, dated June 14, 1926, is hereby rescinded, and the following "Purpose List" will be used for obligations incurred in connection with procurements for the National Guard.

2. This "Purpose List" is a re-arrangement of the purpose numbers assigned in General Orders No. 10, War Department, for "N.G. Only," and is published in this form for the guidance of those who are concerned with procurements for the National Guard.

3. The purpose numbers assigned for "N. G. Only" and published in General Orders No. 10, are designed to provide data needed for measuring costs and to form the basis of estimates of future requirements for similar purposes. The numbers contained in this "Purpose List" are ample for the attainments of this objective, and are purposely limited as published. It will be found that every procurement for the National Guard can be fitted into the purpose numbers given under the several headings of the appropriations and subappropriations. Whenever Regular Army supply agencies do not concur in the purpose numbers selected by procurement officials, it will be proper to charge National Guard appropriations with the purpose numbers so selected, and credit Regular Army appropriations with purpose numbers customarily used by such supply agencies.

4. The term "Repairs" includes all expenditures for parts, supplies, materials, labor and services, for MAINTENANCE, OPERATION and REPAIRS of equipment issued to the National Guard.

5. Salaries and wages paid to employees engaged in repairing equipment or structural projects, and in constructing buildings or structural projects are to be charged directly to the purpose for which expenditure is to be made.

6. The purpose numbers provided for "Transportation of Things" are available for freight and incidental charges, express and incidental charges, parcel post delivery, local transportation of things and incidental charges, all subject to such regulations as may govern the method of transportation selected.

7. All contracts, calls on contractors, leases, purchase orders, pay rolls, bills of lading, transportation requests, interbranch procurement requirements, and other procuring instruments will bear proper authority numbers, which will have prefixed thereto the official code numbers indicating the State, Territory, or District of Columbia, in behalf of which the procuring instrument is issued, as provided in Par. 5-d, General Orders No. 10.

8. Whenever purpose number "5205" is given in an authority number, the specific purpose numbers published herein will be used on all procurement papers referred to in preceding paragraph, and on all vouchers. (MB-112.5 General-71).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Inf., M.B.
Assistant.

LIST OF PURPOSES FOR USE IN CONNECTION WITH PROCUREMENTS FOR THE NATIONAL GUARD

Appropriation: "FORAGE, BEDDING, ETC., FOR ANIMALS USED BY THE NATIONAL GUARD" (L) A-6110

Medical and Hospital Supplies and Services
2424 Veterinary treatment
4741 Procurement of drugs for veterinary use
4837 Procurement of veterinary supplies

Forage and Other Supplies for Animals
1604 Procurement of animal forage, including straw for bedding
4310 Animal pasturage
4710 Procurement of animal supplies (horeshoes, etc.)
1703 Procurement of coal for blacksmithing
4311 Animal shoeing (service)
4382 Packing and crating QM equipment and supplies

Appropriation: "COMPENSATION OF HELP FOR CARE OF MATERIAL, ANIMALS AND EQUIPMENT" (D) A-6040

Personal Services
4251 Salaries

Appropriation: "EXPENSES, CAMPS OF INSTRUCTION" (H) A-6070

Personal Services
2642 Officers pay, base pay (field training)
2643 Officers pay, length of service (field training)
2644 Officers pay, aviation increase (field training)
2711 Officers pay, rental allowance (field training)
2721 Officers pay, subsistence allowance (field training)
2645 Officers pay, base pay (supplemental training)
2646 Officers pay, length of service (supplemental training)
2648 Officers pay, aviation increase (supplemental training)
2712 Officers pay, rental allowance (supplemental training)
2722 Officers pay, subsistence allowance (supplemental training)
2682 Warrant officers pay, base pay (field training)
2683 Warrant officers pay, length of service (field training)
2718 Warrant officers pay, rental allowance (field training)
2726 Warrant officers pay, subsistence allowance (field training)
2684 Warrant officers pay, base pay (supplemental training)
2685 Warrant officers pay, length of service (supplemental training)
2719 Warrant officers pay, rental allowance (supplemental training)
2727 Warrant officers pay, subsistence allowance (supplemental training)

2622 Enlisted men's pay (field training)
2625 Enlisted men's pay aviation increase (field training)
2627 Enlisted men's pay (supplemental training)
2631 Enlisted men's pay, aviation increase (supplemental training)
4281 Wages (civilian employees)

Stationery and Office Supplies
2908 Procurement of forms and letterheads, including expendable maps and charts
4421 Procurement of stationery other than printed forms and letterheads
4823 Procurement of sundry office supplies
4364 Printing and binding (limited authorized job work)
4354 Photostatic service
4796 Procurement of photostatic supplies
4352 Photographic service
4798 Procurement of photographic supplies

Medical and Hospital Supplies and Services
2409 Hospital care and treatment
2424 Veterinary treatment
4342 Laundry work
4741 Procurement of drugs for medical and veterinary use
4782 Procurement of medicines on prescriptions
4756 Procurement of hospital supplies
4819 Procurement of sterilizing supplies
4834 Procurement of surgical dressings
4735 Procurement of dental supplies
4837 Procurement of veterinary supplies
3928 Repairs to Medical Department equipment (not otherwise listed)
4380 Packing and crating, Medical Department equipment and supplies

Fuel
1743 Procurement of gasoline and oil for motor vehicles (training)
1744 Procurement of gasoline and oil for motor vehicles (transportation)
1729 Procurement of gasoline and oil for aircraft
1735 Procurement of gasoline and oil for incinerators and pumping plants
1742 Procurement of gasoline and oil for lighting and power plants
1741 Procurement of gasoline and oil for boats
1703 Procurement of coal for blacksmithing
1708 Procurement of coal and wood for heating and cooking
1704 Procurement of coal and wood for boats
1702 Procurement of coal and wood for incinerators and power plants
1721 Procurement of gas for heating and cooking

Forage and Other Supplies for Animals
1604 Procurement of animal forage, including straw for bedding
4310 Animal pasturage
4710 Procurement of animal supplies, horeshoes, etc.
4311 Animal shoeing (service)

Provisions (Subsistence)
4656 Procurement of subsistence for enlisted men (field training)
4657 Procurement of subsistence for enlisted men (supplemental training)
4623 Commutation of rations for enlisted men (supplemental training)
4624 Commutation of rations for enlisted men (National Rifle Matches)

1903 Procurement of ice for issue to organizations
1904 Procurement of ice for preservation of stores

Equipment and Supplies for Maintenance, Operation and Repairs
Quartermaster Corps
4718 Procurement of candle, matches, soaps, toilet paper, drinking cups, illuminating supplies, and flour or compound for paste
4770 Procurement of incandescent lamps
604 Procurement of chemicals for purification of water and sewerage
4811 Procurement of sanitary supplies (implements, dynamite, crude oil, etc.)
4746 Procurement of flashlights, portable, and batteries
4724 Procurement of supplies for care and protection of regular supplies
4728 Procurement of QMC cleaning, preserving and toilet supplies (except ice)
4762 Procurement of supplies for instruction purposes
4745 Procurement of fire apparatus supplies
4733 Procurement of deck and steward supplies (for boats)
4843 Procurement of QM tools
4717 Procurement of supplies and services (in connection with preparation of camps)
3909 Repairs to cots, bedding, trunk lockers, chairs and furniture
3939 Repairs to ranges, rolling kitchens, stoves, mess equipment, etc.
3915 Repairs to QM machinery and engines
3937 Repairs to QM equipment (not otherwise listed)
4382 Packing and crating, QM equipment and supplies

Signal Corps
4808 Procurement of radio supplies
4829 Procurement of supplies for telephone and telegraph systems
4818 Procurement of supplies for visual signalling
4844 Procurement of Signal Corps tools
4798 Procurement of photographic supplies (motion and still)
3944 Repairs to scientific and technical apparatus and instruments
3948 Repairs to Signal Corps equipment (not otherwise listed)
4383 Packing and crating, Signal Corps equipment and supplies

Air Service
4839 Procurement of Air Service tools
3902 Repairs to airplanes
3926 Repairs to life saving equipment
3944 Repairs to scientific and technical apparatus and instruments
3901 Repairs to Air Service equipment (not otherwise listed)
4377 Packing and crating, Air Service equipment and supplies

Chemical Warfare Service
3908 Repairs to Chemical Warfare Service equipment
4378 Packing and crating, Chemical Warfare Service equipment and supplies

Corps of Engineers
4840 Procurement of Engineers tools
4814 Procurement of supplies for searchlights
3913 Repairs to Engineers equipment (not otherwise listed)
4379 Packing and crating, Engineers equipment and supplies

Ordnance Department
4841 Procurement of standard Ordnance tools
4730 Procurement of Ordnance cleaning and preserving supplies
4381 Packing and crating, Ordnance equipment and supplies

Communications Service

916 Radiograms
919 Telegrams
924 Telephone service

Travel, Persons

5048 Officers, warrant officers and enlisted men (field training)
5049 Officers, warrant officers and enlisted men (supplemental training)
5094 United States Property and Disbursing Officers
5084 Street car tickets (stock purchases)

Transportation of Things

4954 Organization equipment (field training)
4956 Organization equipment (supplemental training)
4996 Animals (field training)
4997 Animals (supplemental training)

Furnishing of Electricity and Water

4324 Electric current (service)
4374 Water (service

Rents

3114 Hire of draft and pack animals
3120 Hire of horses for mounted units
3138 Rental of vehicles
3136 Rental of target ranges
3116 Rental of grounds
3106 Rental of boats

Repairs and Alterations (Construction Projects)

3207 Repairs to authorized buildings at National Guard and concurrent camps
3214 Repairs to flooring, framing for tents, screen doors, window screens, storm doors and sash
3706 Repairs to electric light systems, including pole lines, wiring and fixtures
3718 Repairs to telephone and telegraph systems
3939 Repairs to ranges, stoves, mess equipment, etc.
3326 Repairs to roads, walks and drainage
3411 Repairs to water and sewer systems (including watering troughs)
3611 Repairs to fences, walls, picket lines, etc.
3305 Repairs to camp sites
3506 Repairs to bridges
4717 Procurement of supplies and Services (in connection with preparation of camps)

Burial Expenses

515 Burial expenses, officers, warrant officers and enlisted men (field training)
516 Burial expenses, officers, warrant officers and enlisted men (supplemental training)
4967 Transportation of remains (field training)
4971 Transportation of remains (supplemental training)

Construction

406 Construction of authorized buildings of National Guard and concurrent camps
421 Construction of flooring, framing for tents, screen doors, window screens, storm doors and sash
4521 Construction of electric light systems, including pole lines, wiring and fixtures
4581 Construction of telephone and telegraph systems
1474 Procurement of ranges, stoves, mess equipment, etc.
4569 Construction of roads, walks and drainage
4591 Construction of water and sewer systems (including watering troughs)

4528 Construction of fences, walls, picket lines, etc.
2506 Construction of camp sites
4511 Construction of bridges
2121 Procurement of land

Appropriation: "EXPENSES, SELECTED OFFICERS AND ENLISTED MEN, MILITARY SERVICE SCHOOLS"
(J) A-6090

Personal Services
2645 Officers pay, base pay
2646 Officers pay, length of service
2648 Officers pay, aviation increase
2712 Officers pay, rental allowance
2722 Officers pay, subsistence allowance
2684 Warrant officers pay, base pay
2685 Warrant officers pay, length of service
2719 Warrant officers pay, rental allowance
2727 Warrant officers pay, subsistence allowance
2627 Enlisted men's pay
2631 Enlisted men's pay, aviation increase

Provisions (Subsistence)
4657 Procurement of subsistence for enlisted men, including subsistence in hospital
4623 Commutation of rations for enlisted men (while traveling)

Travel Expenses
5049 Officers, warrant officers and enlisted men (transportation requests)
5044 Officers and warrant officers (mileage)
5084 Street car tickets (stock purchases)

Burial Expenses
516 Burial expenses, officers, warrant officers and enlisted men
4971 Transportation of remains

Medical and Hospital Supplies and Services
2409 Hospital care and treatment
4342 Laundry work

Appropriation: "PAY OF PROPERTY AND DISBURSING OFFICERS FOR THE UNITED STATES".
(P) A-6220

Personal Services
4251 Salaries

Appropriation: "GENERAL EXPENSES, EQUIPMENT AND INSTRUCTION, NATIONAL GUARD"
(O) A-6140

Personal Services
2649 Officers pay, base pay (Militia Bureau)
2650 Officers pay, length of service (Militia Bureau)
2713 Officers pay, rental allowance (Militia Bureau)
2723 Officers pay, subsistence allowance (Militia Bureau)
2651 Officers pay, base pay (aviation injury)
2652 Officers pay, length of service (aviation injury)
2714 Officers pay, rental allowance (aviation injury)
2724 Officers pay, subsistence allowance (aviation injury)
2632 Enlisted men's pay (aviation injury)
4281 Wages (target range employees)

Stationery and Office Supplies

1231 Procurement of books, journals, pamphlets, etc. (non-expendable)
2908 Procurement of forms and letterheads, including expendable maps and charts
4421 Procurement of stationery, other than printed forms and letterheads
4823 Procurement of sundry office supplies
4795 Procurement of printing, other than stationery
4364 Printing and binding (limited authorized job work)
1426 Procurement of office equipment
4354 Photostatic services
4796 Procurement of photostatic supplies
4352 Photographic service
4798 Procurement of photographic supplies (motion and still)
3933 Repairs to office equipment
3987 Repairs to typewriters

Medical and Hospital Supplies and Services

2409 Hospital care and treatment
2416 Medical attendance
2420 Nursing
4342 Laundry work

Clothing

815 Cleaning and repairing articles of the uniform (including blankets and excepting shoes)
834 Repairs to shoes

Fuel

1743 Procurement of gasoline and oil for motor vehicles (training)
1744 Procurement of gasoline and oil for motor vehicles (transportation)
1729 Procurement of gasoline and oil for aircraft
1742 Procurement of gasoline and oil for lighting and power plants

Equipment and Supplies for Maintenance, Operation and Repairs

3909 Repairs to cots, bedding, mosquito bars and trunk lockers
3924 Repairs to harness and horse equipment
3966 Repairs to tents and paulins
3937 Repairs to QM equipment (not otherwise listed)
3949 Repairs to radio equipment
3917 Repairs to Ordnance fire control equipment
3955 Repairs to tanks and Ordnance tractors
4382 Packing and crating QM equipment and supplies
4379 Packing and crating Engineer equipment and supplies
4380 Packing and crating Medical equipment and supplies
4381 Packing and crating Ordnance equipment and supplies
4383 Packing and crating Signal equipment and supplies
4377 Packing and crating Air Corps equipment and supplies
4378 Packing and crating Chemical Warfare equipment and supplies

Provisions (Subsistence)

4658 Procurement of subsistence for enlisted men (aviation injury)

Communication Services

916 Radiograms
919 Telegrams
924 Telephone service

Travel, Persons

5051 Officers, Reserve Corps (Militia Bureau)
5005 Civilian employees (Militia Bureau)
5094 United States Property and Disbursing Officers
5050 Officers and enlisted men (aviation injury)
5084 Street car tickets (stock purchases)

Transportation of Things

4955 Supplies and equipment (intra-state)
4902 Airplanes (aviation accident)
4998 Animals for organizations

Rents

3136 Rental of target ranges

Repairs and Alterations (Construction Projects)

3208 Repairs to authorized buildings at rifle ranges
3706 Repairs to electric light systems, including pole lines, wiring and fixtures
3718 Repairs to telephone and telegraph systems
3964 Repairs to target range equipment
3326 Repairs to roads, walks and drainage
3411 Repairs to water and sewer systems
3336 Repairs to target grounds and target butts
3506 Repairs to bridges
3226 Repairs to shooting galleries
3716 Repairs to target ranges (except grounds)

Burial Expenses

517 Burial expenses, officers and enlisted men (aviation injury)
4973 Transportation of remains (aviation injury)

Construction

407 Construction of authorized buildings at rifle ranges
4521 Construction of electric light systems, including pole lines, wiring and fixtures
4581 Construction of telephone and telegraph systems
1518 Procurement of target range equipment
4569 Construction of roads, walks and drainage
4591 Construction of water and sewer systems
2508 Grading and clearing of grounds for target ranges (new)
4511 Construction of bridges
2121 Procurement of land
4579 Construction of target ranges (except grounds)
446 Construction of shooting galleries

Appropriation: "TRAVEL OF OFFICERS AND NON-COMMISSIONED OFFICERS OF THE REGULAR ARMY IN CONNECTION WITH THE NATIONAL GUARD"
(T) A-6300

Travel, Persons

5065 Regular Army personnel (Armory Drill Training)
5066 Regular Army personnel (field training)
5060 Regular Army personnel (supplemental training)
5067 Regular Army personnel (changing station)
5062 Regular Army personnel (annual armory inspections)
5063 Regular Army personnel (inspection of material and equipment)
5061 Regular Army personnel (property surveys)
5064 Regular Army personnel (inspection of camp sites and target ranges)
5068 Regular Army personnel (inspection of units for Federal recognition)
5069 Regular Army personnel (Section 75, N.D.A.)
5074 Regular Army personnel on duty in War Department
5084 Street car tickets (stock purchases)
5079 Regular Army personnel on duty at corps area and department headquarters

Appropriation: "TRANSPORTATION OF EQUIPMENT AND SUPPLIES"
(G) A-6060

Transportation of Things
4953 Supplies and equipment for organizations
4998 Animals for organizations

Appropriation: "EXPENSES OF ENLISTED MEN OF THE REGULAR ARMY ON DUTY WITH THE NATIONAL GUARD"
(I) A-6080

Medical and Hospital Services
2416 Medical attendance
2409 Hospital care and treatment
2420 Nursing
2406 Dental treatment
4782 Procurement of medicines on prescriptions

Provisions (Subsistence)
4621 Commutation of rations for sergeants-instructor

Quarters
3131 Rental of residences for sergeants-instructor
2729 Commutation of quarters to sergeants-instructor

Appropriation: "ARMORY DRILL PAY"
(ADP) A-6500

Personal Services
2653 Officers, armory drill pay (drill pay)
2654 Officers, armory drill pay (administrative pay)
2656 Officers, armory drill pay (aviation increase)
2686 Warrant officers, armory drill pay (drill pay)
2633 Enlisted men, armory drill pay (drill pay)
2634 Enlisted men, armory drill pay (aviation increase)

Appropriation: "ARMS, UNIFORMS, EQUIPMENT, ETC., FOR FIELD SERVICE NATIONAL GUARD
(AUE) A-440

Stationery and Office Supplies
2908 Procurement of forms and letterheads, including expendable maps and charts
4421 Procurement of stationery, other than printed forms and letterheads
4823 Procurement of sundry office supplies
1426 Procurement of office equipment
1231 Procurement of books, journals, pamphlets, etc. (non-expendable)

Medical and Hospital Equipment and Supplies for Maintenance, Operation and Repairs
4741 Procurement of drugs for medical and veterinary use (including vaccine)
4756 Procurement of hospital supplies
1517 Procurement of surgical instruments and apparatus
4834 Procurement of surgical dressings
4819 Procurement of sterilizing supplies
1271 Procurement of dental furniture, instruments and appliances

4735 Procurement of dental supplies
1581 Procurement of veterinary instruments and apparatus
3951 Repairs to surgical instruments and apparatus
3911 Repairs to dental furniture, instruments and appliances
3989 Repairs to veterinary instruments and apparatus
3928 Repairs to Medical Department equipment (not otherwise listed)
4380 Packing and crating Medical Department equipment and supplies
1351 Procurement of hospital equipment

Scientific and Educational Supplies, Equipment and Repairs (all supply branches)
1363 Procurement of equipment for instruction purposes
4762 Procurement of supplies for instruction purposes
1496 Procurement of scientific and technical apparatus and instruments
4740 Procurement of drafting and artist supplies
3944 Repairs to scientific and technical apparatus and instruments

Articles of the Uniform
835 Procurement of articles of the uniform (except shoes)
833 Procurement of shoes
808 Procurement of aviation apparel and personal equipment of the flyer
4713 Procurement of badges

Powder, Projectiles, Explosives, and Pyrotechnic Supplies
4707 Procurement of ammunition
4708 Procurement of Chemical Warfare and pyrotechnic supplies

Equipment and Supplies for Maintenance, Operation and Repairs Quartermaster Corps
206 Procurement of draft animals
215 Procurement of horses for mounted units
1266 Procurement of cots, bedding, trunk lockers, chairs and furniture
1301 Procurement of flags, flagstaffs and halyards
1388 Procurement of QM machinery and engines
1407 Procurement of motor vehicles (non-passenger) including motorcycles
822 Procurement of personal equipment (other than articles of the uniform)
1410 Procurement of motor vehicles (passenger)
1331 Procurement of harness and horse equipment
1569 Procurement of animal-drawn vehicles (non-passenger)
1572 Procurement of animal-drawn vehicles (passenger)
1551 Procurement of tools and implements for lawns
1420 Procurement of musical instruments
1431 Procurement of oil lamps and lanterns
1474 Procurement of ranges, rolling kitchens, stoves, mess equipment, etc.
1535 Procurement of tents and paulins
1539 Procurement of toilet articles
4719 Procurement of candles and matches
4724 Procurement of supplies for care and protection of regular supplies
4728 Procurement of QMC cleaning, preserving and toilet supplies (except ice)
4745 Procurement of fire apparatus supplies
4748 Procurement of flour and compound for paste
4831 Procurement of toilet paper and drinking cups
4833 Procurement of soaps
604 Procurement of supplies for purification of water and sewerage
4843 Procurement of QM tools
1419 Procurement of sheet music

3909 Repairs to cots, bedding, mosquito bars, trunk lockers, chairs and furniture
3915 Repairs to QM machinery and engines
3983 Repairs to motor vehicles (non-passenger including motorcycles)
3985 Repairs to motor vehicles (passenger)
3924 Repairs to harness and horse equipment
3968 Repairs to animal-drawn vehicles (non-passenger)
3970 Repairs to animal-drawn vehicles (passenger)
3931 Repairs to musical instruments
3939 Repairs to ranges, rolling kitchens, stoves, mess equipment, etc.
3966 Repairs to tents and paulins
3937 Repairs to QM equipment (not otherwise listed)
4382 Packing and crating, QM equipment and supplies

Signal Corps

1468 Procurement of radio equipment
4808 Procurement of radio supplies
1531 Procurement of telegraph equipment
1532 Procurement of telephone equipment
4829 Procurement of telephone and telegraph supplies
4818 Procurement of supplies for visual signalling
1511 Procurement of sub-acqueous sound and flash ranging apparatus
4844 Procurement of Signal Corps tools
3949 Repairs to radio equipment
3900 Repairs to telephone and telegraph equipment
3948 Repairs to Signal Corps equipment (not otherwise listed)
4383 Packing and crating, Signal Corps equipment and supplies
1439 Procurement of photographic equipment (motion and still)
3930 Repairs to photographic equipment (motion and still)

Air Service

1208 Procurement of airplane and accessories
1424 Procurement of Air Service observing instruments
4839 Procurement of Air Service tools
1381 Procurement of life saving equipment
1439 Procurement of photographic equipment
4798 Procurement of photographic supplies
3902 Repairs to airplanes
3932 Repairs to Air Service observing instruments
3926 Repairs to life saving equipment
3930 Repairs to photographic equipment
3901 Repairs to Air Service equipment, not otherwise listed
4377 Packing and crating Air Service equipment and supplies
4798 Procurement of photographic supplies (motion and still)

Chemical Warfare Service

1314 Procurement of gas masks
3919 Repairs to gas masks
3908 Repairs to Chemical Warfare Service equipment, not otherwise listed
4378 Packing and crating, Chemical Warfare Service equipment and supplies

Corps of Engineers

1501 Procurement of searchlights
1552 Procurement of intrenching tools
3946 Repairs to searchlights
4814 Procurement of supplies for searchlights
4840 Procurement of Engineers tools
3913 Repairs to Engineers equipment (not otherwise listed)
4379 Packing and crating. Engineers equipment and supplies
4740 Procurement of drafting and artists supplies
4798 Procurement of photograpbic supplies (motion and still)

Ordnance Department

1204 Procurement of machine guns, automatic guns and rifles, 37-mm. guns, 2.24 guns, gun and ammunition carts, and ammunition pack hangers, including accessories and special tools

1488 Procurement of rifles, pistols, revolvers, shot guns, bayonets, bolos, sabres, very pistols, helmets, reloading tools, ammunition chests, kits, lockers, and racks, including accessories and special tools

1321 Procurement of gun material (75 mm.) and howitzer material (155 mm.), including accessories and special tools

1209 Procurement of anti-aircraft artillery material, and gun material (155 mm.), including accessories and special tools

1323 Procurement of gun material (artillery of position), trucks for railway artillery, sub-caliber guns and materials, saluting guns and materials, and dummy armament, including accessories and special tools

1297 Procurement of Ordnance fire control equipment including accessories and special tools

1521 Procurement of tanks and Ordnance tractors, including accessories and special tools

1553 Procurement of Ordnance trucks and trailers, including accessories and special tools

1518 Procurement of targets (small arms, fixed ammunition, mobile artillery and sea coast artillery) and smoke bomb outfits

4841 Procurement of standard Ordnance tools

4730 Procurement of Ordnance cleaning and preserving supplies

3904 Repairs to machine guns, automatic guns and rifles, 37 mm. guns, 2.24 guns, gun and ammunition carts, and ammunition pack hangers

3942 Repairs to rifles, pistols, revolvers, shot guns, bayonets, bolos, sabres, very pistols, helmets, reloading tools, ammunition chests, kits, lockers, and racks

3921 Repairs to gun material (75 mm.) and howitzer material (155 mm.)

3903 Repairs to anti-aircraft artillery material, and gun material (155 mm.)

3923 Repairs to gun material (artillery of position), trucks for railway artillery, sub-caliber guns, saluting guns and dummy armament

3917 Repairs to Ordnance fire control equipment

3955 Repairs to tanks and Ordnance tractors

3981 Repairs to Ordnance trucks and trailers

3959 Repairs to targets (small arms, fixed ammunition, mobile artillery, and sea coast artillery), and smoke bomb outfits

3934 Repairs to Ordnance equipment (wages and travel expenses of Ordnance mechanics)

4381 Packing and crating Ordnance equipment and supplies

WAR DEPARTMENT

Office of the Chief of the Militia Bureau
Washington

May 11, 1927.

CIRCULAR NO. 17
A-11

COURSES AT SERVICE SCHOOLS FOR NATIONAL GUARD PERSONNEL

1. Arrangements have been completed to hold courses for National Guard officers and enlisted men at the following service schools on the dates listed in the fiscal year 1928:

Schools and Courses	*Date of Reporting at School*	*Date Course commences*	*Date Course ends*
INFANTRY, Fort Benning, Ga.			
Field Officers'	January 3rd	January 3rd	February 11th
Company Officers'	February 24th	February 24th	May 29th
Communications (see Note 1)	January 30th	January 30th	May 28th
FIELD ARTILLERY, Fort Sill, Okla.			
Field Officers'	January 7th	January 10th	February 18th
Battery Officers'	September 13th	September 15th	December 15th
Communications (enlisted)	February 4th	February 6th	June 9th
CAVALRY, Fort Riley, Kans.			
Field Officers'	April 28th	May 1st	June 9th
Troop Officers'	March 10th	March 12th	June 9th
Horseshoers'	August 13th	August 15th	December 14th
COAST ARTILLERY, Fort Monroe, Va.			
Field Officers'	September 13th	September 15th	November 5th
Battery Officers'	September 13th	September 15th	November 5th
Enlisted Specialists (see Note 2)	September 13th	September 15th	December 3rd
MEDICAL, Carlisle Barracks, Pa.			
Field Officers' (see Note 3)	September 1st	September 1st	October 14th
Non-commissioned Officers'	October 1st	October 1st	November 30th

Note 1. The communications course at the Infantry School is for noncommissioned officers, preferably capable sergeants, belonging to Infantry Headquarters units. They should have at least the equivalent of an eighth grade education and be the type who can be used as instructors upon their return from the course.

Note 2. For Field officers of Anti-aircraft Regiments only; Battery officers of all Coast Artillery Regiments; Enlisted Men, preferably of the first three grades, for Radio Course only.

Note 3. Qualifications for Officers' course: Not over forty-five years of age, of any grade with a year's service in the War or a completed correspondence course and two weeks' summer training.

2. *a.* An allotment to States of officers (except Field Officers) and enlisted men will be published. These allotments represent the number for which it is definitely known that funds are available. Applications sent in from States to fill these allotments will be considered as "Principals" and the officers and enlisted men so recommended will be authorized to attend, if otherwise eligible. It is desired that each State having an allotment of one or more of these "Principals" send in the applications of an equal number of "Alternates" and the States which have not been given "Principals" likewise send in applications for one or more "Alternates." When the allotment of "Principals" to a State has not been filled one month before the beginning of the course, the Militia Bureau will fill it from "Alternates" already received. In other words, unless applications of "Principals" be received by the Militia Bureau one month prior to the beginning of the course any such applications received later will be considered as other "Alternates." When a "Principal" has been authorized to attend the course and his name is afterwards withdrawn, he will be replaced by an "Alternate" from the same

State, if there is on file an application of an eligible applicant; otherwise special selection will be made from the list of "Alternates" on file. Allotments to States will not be changed without authority of the Militia Bureau.

b. No definite allotment to States of students for field officers' courses is contemplated. Recommendations for these courses will be considered from the point of view of the National Guard as a whole.

3. Where a number of officers and enlisted men from the same State are recommended for the same course, State authorities and Corps Area Commanders are requested to indicate relative merit of the applicants.

4 State authorities are requested to take such precautions as will insure that those selected for these courses are representative and will reflect credit on the service, and to limit their recommendations to—

a. Officers and enlisted men who have the necessary mental and physical qualifications to pursue the course with profit.

b. Officers and enlisted men who intend to continue in the service.

5. In order that the necessary records may be properly kept, the following information must be furnished in each case and each application should be forwarded as a separate communication:

FOR OFFICERS

Full Name
Rank
Permanent address
Age
Whether or not officer has dependents
Prior commissioned service—years, months and days
Course for which recommended
Number of miles from residence to school

FOR ENLISTED MEN

Full name
Grade and Organization
Permanent address
Course for which recommended
Railroad fare from residence to school
Pullman fare from residence to school, provided the journey terminates between mid-night and 6.00 a. m., or exceeds 12 hours in duration.

6. Applications will be submitted as prescribed in paragraph 54, a-4, National Guard Regulations 45 and should bear an indorsement thereon by the senior instructor on duty with the unit to which the applicant belongs as to his character and professional fitness and ability to complete the course.

7. The following information should be furnished all the applicants:

a. All travel by enlisted men will be performed on transportation requests furnished by the United States Property and Disbursing Officer of the State for the travel to the school, and by the Quartermaster at the school for the travel to the soldier's home. Enlisted men will be furnished rations at the rate of $2.25 per day. All travel by officers is in a mileage status; they may secure transportation requests from the United States Property and Disbursing Officer of the State, or from the Quartermaster at the school for ordinary transportation, *but not for Pullman accommodations.*

b. No accommodations are available for families of officers.

c. Transportation for dependents and household goods is not authorized.

d. Officers are entitled to pay and allowances of their rank, including base pay, longevity pay and subsistence allowance, also

to rental allowance where course does not exceed four months; or when the course does exceed four months, if the officer has dependents and no accommodations are available for them. Enlisted men are entitled to the pay of their rank, subsistence in kind, and quarters for themselves in barracks or tents.

e. Officers and enlisted men should plan for their departure so as to arrive at the school on the date specified for reporting.

f. Clothing issues for enlisted men are set forth in Circular No. 11-A-5, Militia Bureau, 1926.

8. *Orders.* See paragraphs 2 and 3, National Guard Regulations 58.

a. The following specimen order for officers is for your guidance:

1. By direction of the Secretary of War contained in letter from the Chief, Militia Burea, dated....., 192...., Captain ..... Company ....., ..., (City), (State), will proceed on .....192.... to (School), (State), reporting to the Commandant, The ..... School, on ....., 192...., as a student for the ..... Officers' course commencing ....., 192...., and ending ..... 192..... Upon completion of the course, or when relieved by the Commondant, The ..... School, Captain ..... will return to his home. The travel enjoined is necessary in the military service.

2. Pay and mileage accounts will be settled by the Finance Officer at (School), (State). Transportation requests, for ordinary transportation only, if desired, will be secured from the United States Property and Disbursing Officer or the Quartermaster at the School. The expenses involved are chargeable to:

Transportation Requests	**MB	**P	****A	****-*
Mileage	MB	P	A	
Base pay	MB	P	A	
Longevity pay	MB	P	A	
Subsistence allowance	MB	P	A	
Rental allowances	MB	P	A	
Flight pay	MB	P	A	

*Correct procurement numbers will be inserted in each order.

b. The following specimen order for enlisted men is for your guidance:

1. By direction of the Secretary of War, contained in letter from the Chief, Militia Bureau, dated ....., 192...., Sergeant ....., Company ....., ...Infantry, ... National Guard, (City), (State), will proceed on ....., 192...., to (School), (State), reporting to the Commandant, The ..... School, on ....., 192....., as a student for the ..... course commencing ....., 192...., and ending .....192.... Upon completion of the course, or when relieved by the Commandant, The ..... School, Sergeant ..... will return to his home. The travel enjoined is necessary in the military

service. It being impracticable for the Government to furnish rations in kind for the journey, the soldier will be paid for rations for..... days each way at the rate of $2.25 per day.

2. Pay accounts, subsistence accounts, and monetary allowances in lieu of rations for the journey, will be settled by the Finance Officer at (School, (State). Transportation requests for the journey to the school will be furnished by the United States Property and Disbursing Officer. Transportation requests for the return journey to the soldier's home will be furnished by the Quartermaster, (School), (State). The expenses involved are chargeable to:

Transportation requests	**MB	**P	****A	****-*
Pay	MB	P	A	
Subsistence	MB	P	A	
Monetary allowance in lieu of subsistence	MB	P	A	
Flight pay	MB	P	A	

*Correct procurement numbers will be inserted in each case.

By order of the Secretary of War:

GREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Inf., M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

May 23, 1927.

CIRCULAR
NO. 18-B

PER DIEM ALLOWANCES, N. G. INSTRUCTORS AT ENCAMPMENTS

Pursuant to the provisions of Par. 12*a*, AR 35-4820 and Par. 18, AR 35-4520, as published in Sec. 11, W. D. Circular 19, May 7, 1927, the following per diem allowances are prescribed for the remainder of the Fiscal Year 1927, and for the Fiscal Year 1928, for officers and non-commissioned officers of the Regular Army on duty as instructors in connection with encampments for the National Guard:

a. For officers: $2.00 per day.

b. For non-commissioned officers: $1.20 per day.

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Inf., M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

June 8, 1927.

CIRCULAR NO. 19
A-12

SECTION I. CHANGES TO NATIONAL GUARD REGULATIONS No. 51

SECTION II. CHANGES TO NATIONAL GUARD REGULATIONS No. 79

SECTION III. CHANGES TO NATIONAL GUARD REGULATIONS No. 58

I. *Changes to National Guard Regulations No. 51*

Pending publication of changes to NGR 51, the following changes in those regulations are published for the information and guidance of all concerned:

Par. 31. * * * * * * *

b. Class B. Federally recognized commissioned officers may be detailed by State Adjutants General to make cash disbursements in connection with specified payments or as assistants to United States Property and Disbursing Officers, and such officers while so detailed will perform their disbursing duties as agent officers (Class B). The order detailing the agent officer will be in writing and will state the specific duties to be performed by him and the scope of his authority. (Bond and stipulation and consent agreement *required*. See paragraph 14, NGR 52).

Par. 46. SALARIES.—Officers will not receive any additional compensation from Militia Bureau funds for the performance of duties as agent officers for United States Property and Disbursing Officers. Disbursing duties assigned to a federally recognized commissioned officer detailed as agent officer are appropriate duties for armory drill pay within the meaning of paragraph 21, NGR 45, and such duties assigned to officers in command of organizations are held to be administrative duties for which administrative function pay is authorized under the provisions of paragraph 28, NGR 58. (MB 352.11 (New) NGR-43).

II. *Changes to National Guard Regulations No. 79*

Pending publication of changes to NGR 79, the following changes in those regulations are published for the information and guidance of all concerned:

Par. 15. CARETAKERS TO ACCOMPANY ANIMALS OR MATERIAL TO CAMPS.—

a. Commissioned and enlisted caretakers.—Commissioned and enlisted caretakers, unless authorized to remain at their home stations, will be sent to camps with their organizations. During participation in field training with their organizations such caretakers will be entitled, from Militia Bureau funds, only to their pay as commissioned officers or enlisted men unless they are in an annual leave status as provided in paragraph 15½ herein.

b. Civilian caretakers.—Civilian caretakers will not be sent to camps with their organizations at Federal expense. While their organizations are participating in field training they will not be entitled to Federal pay unless special authority therefor is granted by the Chief, Militia Bureau.

c. When animals or material are left at home stations.—Caretakers, whether commissioned, enlisted or civilian, when their organizations are participating in field training, are entitled to receive compensation as such from Militia Bureau funds.

only when material, animals, armament, or equipment of the organization are left behind at home stations, and payment of such compensation is specially authorized by the Militia Bureau. Applications for such authority will indicate the necessity of leaving material, animals. armament or equipment at home stations and the necessity for the care of such animals or property during the period of field training. Enlisted caretakers so remaining at home stations are not entitled to pay for field training, but they may be counted as present with their organizations for the purpose of qualifying the company for participation in field training.

Par. 15½. ANNUAL AND SICK LEAVE. *a. General.*—The organization commanders, referred to in paragraph 1, are authorized to grant to commissioned, enlisted or civilian caretakers (mechanics), 15 days annual leave with pay in any one calendar year, and in addition thereto 15 days leave with pay on account of sickness. A record will be kept by organization commanders on which will be noted the duration of all absences from official duty on the part of such employees.

b. Annual Leave.—Annual leave at the rate of 1¼ days for each month of service may be granted to caretakers (mechanics) who have been in the service less than one year, and annual leave granted to caretakers (mechanics) on the eve of separation from the service will be limited so that the total amount of annual leave granted in the calendar year in which resignation is made shall not be in excess of 1¼ days per month of service during the calendar year. Annual leave, within the limitations herein prescribed, may be granted during participation, or while organizations are participating in field training (see paragraph 15 *a* and 15 *b*.)

c. Sick leave.—Sick leave will not be granted in advance. When a caretaker (mechanic) is unavoidably absent from duty by reason of personal illness, which must be accounted for by a medical or other satisfactory certificate, pay will be allowed for such unavoidable absence, provided that the period of such absence is calculated as prescribed for annual leave in paragraph 15½*b* hereof.

Par. 36*a* * * * * * *

(2) Blacksmith coal, 2 pounds per month per animal.

* * * * * * *

(MB 325.11 (New) NGR-12)

III. *Changes to National Guard Regulations No. 58*

Pending publication of changes to NGR 58, the following changes to those regulations are published for the information and guidance of all concerned:

Par. 10*a*. *Rate and Requirements.* In last line of the sub-paragraph change figure "10" to read "60." This was a typographical error, the legal limit to number of drills being 60. (MB 325.11 (new) NGR-45.

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

A. W. BRADBURY,
Lt. Col., Inf., M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

June 10, 1927.

CIRCULAR No. 20
A-13

REVISION OF MILITIA BUREAU FORM No. 62, APPLICATION FOR FEDERAL RECOGNITION AS A NATIONAL GUARD OFFICER AND FOR APPOINTMENT IN THE OFFICERS' RESERVE CORPS

1. With reference to Militia Bureau Form No. 62, edition of March 1, 1927, and Militia Bureau Circular No. 11 A-8, dated April 30, 1927, on the subject of Federal Recognition as a National Guard Officer and for appointment in the Officers' Reserve Corps, a revision of the above-mentioned form is in the course of preparation.

2. The revision of the form will include pages 3 and 4 which will be as follows:

(a) (Page 3)

.....Indorsement

.....

.....

To the President of the Examining Board appointed by paragraph...,

Special Orders No. ....., Headquarters ..... Corps Area,

dated .....

Address .....

1. It is requested that the applicant be examined under the provisions of Section 75, National Defense Act, and the regulations prescribed thereunder, for the grade and branch stated in his application.

2. The statements of the applicant have been verified as far as practicable and are considered to be correct.

.....
Adjutant General.

.....Inclosures

.....Indorsement

.....

.....

To the Commanding General, ...Corps Area, through

the Adjutant General of .....

(Address) .....

The examination of the applicant has been completed with the result stated in the proceedings of the Board herewith enclosed.

.....
President of the Board.

.....Indorsement

.....

TO THE CHIEF, MILITIA BUREAU, through the COMMANDING GENERAL, ...CORPS AREA.

1. It is requested that Federal recognition to date from .....

.....be extended to .....
(First name) (Middle name)

..... appointed .....
(Last name) (Rank)

..... to date from .....
(Arm, branch, corps, or department)

per .....
(Give designation of issuing office, number, and paragraph of order)

dated ..... and assigned to .....
(Give specific

.....
position and designation of organization, corps or department)

per .....
(Give designation of issuing office, number, and paragraph of order)

dated..... vice.....
(Name only of previous occupant)

who on ..... was .....
(Date he vacated position)

(State: a. Whether resigned and resignation accepted. b. Whether resigned and transferred to unassigned list. c. Transferred to National Guard Reserve on (1) own application; (2) disbandment of unit; (3) changes in tables of organization; (4) conversion of unit; (d) Transferred to another vacancy. e. Promoted. f. Demoted on (1) own application; (2) changes in table of organization; (3) conversion of unit.)

per .....
(Give designation of issuing office, number, and paragraph of order)

dated .....

2. A copy of the order of appointment and oath of office are inclosed.

3. It is further recommended that the request for appointment in the Officers' Reserve Corps contained in the basic communication be approved.

Inclosures (enumerated)

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.....

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.....

.....

.....
Adjutant General.

(b) (Page 4):

.....Indorsement

Headquarters ..... Corps Area (Department) .....
..... TO THE CHIEF, MILITIA BUREAU, WASHINGTON, D. C.

The findings of the board have been .....approved by indorsement on the proceedings which are enclosed herewith. .....
Favorable action on the application contained in basic communication is recommended.

.....
Commanding.

.....Inclosures

INSTRUCTIONS

1. Pages 1 and 2 of this form will be executed by all candidates for examination under the provisions of Section 75, National Defense Act. When so executed, it serves for the statement of individual record of the candidate, required by paragraph 235, National Guard Regulations, 1922 (Section VII, National Guard Regulations No. 20).

2. The form will be executed in triplicate in all cases where an appointment in the Officers' Reserve Corps is desired. Fill out on typewriter, if practicable; if not, print proper names and write clearly.

3. If an appointment in the Officer's Reserve Corps is not desired, one copy, only, of the form will be executed and submitted, with the inapplicable phrases in the first paragraph on page 1 deleted.

4. The original and each copy will bear the signature of the candidate.

5. Every item on pages 1 and 2 will be filled in, the word "none" being used where applicable.

6. If the candidate is a member of the National Guard, this form will be submitted through military channels to the State Adjutant General. If the candidate is not a member of the National Guard, it will be submitted to the State Adjutant General direct.

7. When so authorized by the Corps Area Commander, the State Adjutant General will, if the application meets with his approval, issue instructions for the candidate to report to the President of the Examining Board which has previously been appointed by the Corps Area Commander under the provisions of Section 75 of the National Defence Act. At the same time, the State Adjutant General will forward the application by an indorsement thereon, with all pertinent papers, to the President of the Examining Board. Candidates may be ordered before an examining board either before or after appointment, but if examined prior to appointment, the appointment should be made as soon as practicable after the determination of the candidate's physical, moral and professional fitness.

8. The President of the Examining Board, will, upon completion of the examination, forward the application by an indorsement thereon, to the appropriate Corps Area Commander, through the State Adjutant General, transmitting therewith, the proceedings of the board prepared on Militia Bureau Form No. 89, and all pertinent papers.

9. The State Adjutant General will then prepare the third indorsement indicated on page 3 of this form and transmit all papers received from the President of the Examining Board and such additional ones as may be necessary, to the Corps Area Com-

mander. If the appointment has already been made, and Federal recognition is desired, application therefor will be made by the State Adjutant General in his indorsement. If the applicant has not been appointed an officer of the National Guard, and it is not contemplated that he be so appointed, or his appointment is to be delayed, the State Adjutant General will so indicate in his indorsement, which will include his recommendation. In the case of such delayed appointment, the State Adjutant General, if and when the appointment is made, will make application for Federal recognition direct to the Chief, Militia Bureau, using the third indorsement on page 3 of an additional copy of Militia Bureau Form No. 62 for that purpose, deleting the printed word "Indorsement," changing the address accordingly, and deleting paragraph 3.

10. The Corps Area Commander will take appropriate action on the proceedings of the examining board, and then transmit all papers to the Chief, Militia Bureau, by indorsement on the original application, as indicated on top of page 4 of this form.

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3. All instructions contained in Militia Bureau Circular No. 11 A-8, dated April 30, 1927, in conflict with the instructions contained on the revised Militia Bureau Form No. 62 are revoked.

4. It is desired that the supply of Militia Bureau Form No. 62, edition of March 1, 1927, now on hand in the possession of Corps Area Commanders and National Guard authorities be used until exhausted, and that such canges be made as necessary in connection with it, to comply with the revision indicated in paragraph 2 above.

5. It is desired that such recommendations as Corps Area Commanders or State Adjutants General may wish to make upon the form as revised, be sent to the Chief of the Militia Bureau by September 30, 1927.

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official
A. W. BRADBURY,
Lieut. Col., Inf., M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

July 1, 1927.

CIRCULAR No. 21
B

AIR CORPS REPORTS

1. Effective July 1, 1927, the special Air Corps reports hereinafter listed will be maintained by each Division Air Service and Separate Observation Squadron of the National Guard.

2. In the repair and maintenance of Air Corps equipment issued the National Guard there will be no deviation without express authority in each instance from technical orders and instructions issued by the Chief of Air Corps. A file of technical orders, Office of the Chief of Air Corps, and a file of technical letters issued by the Chief of Air Corps or his authorized representative, will be care-

fully maintained in each Division Air Service or separate Observation Squadron and are made a part of the instructions issued to the National Guard. However, only the following Air Corps reports in addition to the Accident Investigation Report now required by letter of the Chief, Militia Bureau, August 6, 1926, MB 373 Gen.-21, will be required of National Guard units.

a. Training and Operations Report, Air Corps Form 136. This report replaces stencil Form 373 which will not be rendered after July 1, 1927.

b. Consolidated Aircraft Report, Air Corps Form 161. This report will continue to be rendered until replaced by Air Corps Form 192. The original of this report will be forwarded direct to the Chief, Militia Bureau, at the end of each month and the duplicate direct to the Chief, Field Service Section, Material Division, Wright Field, Dayton, Ohio.

c. Consolidated Engine Report, Air Corps Form 162. This report will continue to be rendered until replaced by Air Corps Form 192. The original should be forwarded at the end of each month direct to the Chief, Militia Bureau, the duplicate direct to the Chief, Field Service Section, Material Division, Wright Field, Dayton, Ohio.

d. Unsatisfactory Performance Report, Air Corps Form 160. No copies of this report are required in the Militia Bureau and it will continue to be rendered when the occasion demands in duplicate direct to the Chief, Field Service Section, Material Division, Wright Field, Dayton, Ohio.

e. Parachute Inspection Record, Air Corps Form 228. This form replaces station parachute record, Form 201. It will be rendered only to the Chief, Field Service Section, Material Division, Wright Field, Dayton, Ohio. In the preparation of this report the instructions contained in Air Corps Circular 15-67, June 3, 1927, copy attached, will be followed.

f. Consolidated Operations and Status of Equipment Report, Air Corps Form 193. This report will be rendered in accordance with the instructions given hereinafter.

g. Pilot Book, Air Corps Form 227, and Transcript of Individual Flying Record, Air Corps Form 105 will be maintained and rendered in accordance with instructions hereinafter.

3. The following instructions will be carefully complied with in the preparation of the Training and Operations Report, Air Corps Form No. 136:

a. This form will be submitted as of the last day of each month by each Division Air Service or Separate Observation Squadron of the National Guard. A special report will be rendered for each period of Field training. Monthly reports will not include field training.

b. This form will be prepared in quadruplicate. The original will be forwarded direct to the Chief, Militia Bureau; the duplicate will be forwarded to the Corps Area Commander through channels; the triplicate will be forwarded direct to the Chief, Field Service Section, Material Division, Wright Field, Dayton, Ohio, and the quadruplicate retained for file.

c. Under "Organization" will be entered the numerical designation of the organization as "26th Division Air Service" or "154th Observation Squadron."

d. Under Report of Flying and in the spaces provided, there will be entered a record of the flying time of the personnel of the organization preparing the report.

(1) Personnel reported upon.

(a) The lines bearing the heading Air Corps officers will be used to denote National Guard officers. Both lines bearing the heading National Guard will be disregarded.

(b) Under the subhead "Observers and passengers," on the line "Flying cadets assigned," National Guard officers assigned to duty as observers by Tables of Organization will be reported.

(c) Instructors will be reported under Air Corps officers attached, but only flights made in aircraft issued the National Guard will be carried.

(2) Time will be reported in hours only. Fractions of an hour under thirty minutes will not be reported. Fractions of thirty minutes or over will be reported as one hour.

(3) Under *column 1,* and opposite the appropriate classification of "Pilots" or "Observers and Passengers" will be entered the actual number of individuals of each classification who have participated in flights during the month.

(4) Under *column 2,* will be entered the total number of landings made in connection with all classes of flying as provided in columns 3 to 9 inclusive, for each classification of pilot and observer or passenger.

(5) Under *column 3,* will be included all flying time done in compliance with an approved training program, prepared in accordance with the annual training directive.

(6) Under *column 4,* will be included all flying time on *MILITARY* missions and maneauvers ordered by competent authority, except flights classified under sub-paragraph (7) (Airways), for example—demonstrations and cooperation for or with other branches of the Army or National Guard, except missions classified under sub-paragraph (10) (Anti-aircraft); tactical missions in cooperation with the Navy; flying time in connection with the annual machine gun matches; special cross-country flights ordered by higher authority for units and individuals, not classified under (5) (training) and (7) (Airways).

(7) Under *column 5,* will be included flying time (a) on scheduled airways flights, (b) flights made for the purpose of ferrying aircraft from one station to another, (c) flights made for the purpose of transporting *MILITARY* supplies, (d) flights made for the purpose of transporting personnel from one station to another for *MILITARY* purposes.

(8) Under *column 6,* will be included all crosscounty flying time except (a) such as is done for specific purposes in connection with an approved training program (this will be included under training, *colmn 3),* (b) that in connection with *MILITARY* missions or maneuvers (included under operations, *column 4),* and (c) that which is included under airways, *column 5.*

(9) Under *column 7,* will be included all flying time made for the purpose of tests of aircraft, engines and aircraft equipment.

(10) Under *column 8,* will be included all flights made in connection with anti-aircraft, searchlight and sound ranging practice.

(11) Under *column 9,* will be included all flying time in connection with practice and other incidental flights not classified under any of the preceding sub-paragraphs; for example,

cooperation with other Government or State Departments, ferrying other than *MILITARY* personnel on *NON-MILITARY* missions, except passenger hours in scheduled airways flights (included under Airways); demonstrations not in connection with other branches of the Army.

(12) Flights will not be reported under more than one heading.

e. The data for "Ammunition expended" will be secured from the Ammunition records.

f. Under "Personnel," entries will be made in numbers only. No name, other than the signature of the Commanding Officer, will appear on this report. Entries under columns will give the following data:

(1) *Column 1*—the actual number of personnel assigned on the last day of the month.

(2) *Column 2*—The number of assigned personnel absent from the organization on the last day of the month. It will not include personnel absent on flying missions.

(3) *Column 3*—actual number of personnel attached at the end of the month.

(4) *Column 4*—number of officers assigned to duty as observers by Tables of Organization, who do not hold observer's ratings.

(5) *Columns 5, 6 and 7*—will report the number of personnel with flying ratings. Personnel will be included only once under any of these four headings. For example, personnel holding both the pilot's and observer's rating will be included under "Pilots and Observers" and not under "Rated Pilots" or "Rated Observers."

(6) Under heading "Disqualified Physically" will be included the number of personnel holding flying ratings or assigned to flying duty by Tables of Organization, disqualified for flying only.

g. Under "Remarks" enter data of interest or pertinent matter not covered by any of the above headings.

4. Effective July 1, 1927, Air Corps Form No. 193, "Consolidated Operations and Status of Equipment Report," will be used to report the flying time, engines installed, tactical equipment installed, or capable of being installed, and status of all aircraft issued to the organization to which the report pertains. (This form replaces Air Corps Forms Nos. 158 and 159). This form will be prepared in quadruplicate as of the last day of each month by all organizations having aircraft on hand. All aircraft will be reported regardless of location, condition or extent of use during the period.

a. The copies will be distributed as follows:

(1) The original direct to the Chief, Militia Bureau.
(2) Duplicate direct to the Field Service Section.
(3) Triplicate to the Corps Area Commander (through the Adjutant General of State).
(4) Quadruplicate retained for file.

b. The report will be prepared by the Operations Officer of the organization to which the data pertains. All aircraft of the same type will be listed together with serial numbers arranged in numerical order, lowest number first. The type and serial number of the engines will be entered on the same line as the number of the aircraft in which installed.

c. Data for *columns 1 to 8* inclusive will be obtained from Air Corps Form No. 191, "Airplane Maintenance Inspection Record" or other available aircraft records.

d. The data for *columns 9 to 22* inclusive will be the actual status of equipment on the last day of each month. It will be reported as follows:

(1) Under heading "Inst" (installed), Columns 9, 11, 13, 15, 17, 19 and 21, the symbols "O", "R", "T" and "X" only will be used, defined as follows:

(a) "O" will indicate that the equipment is acutally installed and in working condition.

(b) "R" will indicate that the equipment is not installed but can be installed without any changes to the aircraft.

(c) "T" will indicate that the equipment is installed but not in working order due to being defective, lack of parts, or similar reasons.

(d) "X" will indicate the equipment is not installed and cannot be installed without changes to the structure of the aircraft.

(2) Under heading "On Hd" (on hand), Columns 10, 12, 14, 16, 18, 20 and 22, there will be inserted the total quantities of every item of equipment listed, whether installed or held in storage by the organization. The total at the foot or form will include any surplus equipment not accounted for on any airplane.

(3) *Columns 9 and 10* refer to engine equipment, only. The data for Column 9 will be obtained by actual inspection of the engines installed.

(4) In case aircraft is without tactical equipment and cannot have such equipment installed without changes in the structure of the aircraft, or if no tactical equipment is on hand, the fact will be indicated by the use of "X" in Column 23.

e. In Column 24 will be indicated the status of the aircraft as of the last day of each month. The following nomenclature will be used in reporting the status of aircraft, (1) serviceable —This embraces aircraft in commission or which can be placed in commission within fortyeight hours, (2) minor repairs— This embraces aircraft that requires minor repair of more than forty-eight hours elapsed time to place in commission, (3) awaiting major overhaul—this includes aircraft in need of general overhaul by depot, (4) awaiting survey—This to include all aircraft crashed or condemned awaiting survey or return of approved survey.

f. Whenever a change of engines occurs in aircraft during the month, the information will be listed on the reverse of form. If the exchange occurs at other than the home station, the name of the place where the change occurred will be indicated.

5. A pilot book will be maintained for each officer of the National Guard assigned by applicable Table of Organization to duty as a pilot or observer. Pilot books will be kept up to date and certified to by the Operations Officer or the Commanding Officer of the squadron once each month. A transcript of the entries in the pilot book will be made by the Commanding Officer of each Division Air Service or Separate Observation Squadron on Air Corps Form No. 105 and forwarded in duplicate to the Chief, Militia Bureau.

a. Upon the separation of any officer from active duty.

b. Annually on June 30th of each year for each officer or enlisted pilot on active flying duty with the unit.

6. A supply of Air Corps Forms 136, 193 and 228 is being forwarded the Adjutant General of States having Air Corps Units. Forms for the other Reports are unchanged and will be issued upon requisition by the Chief, Militia Bureau. Requisitions should be forwarded in triplicate to the Chief, Milita Bureau.

7. Officers of the Regular Army detailed as instructors with Air Corps units of the National Guard will make a report through military channels to include the State Adjutant General concerned to the Chief, Militia Bureau, when any report required by paragraph 2 has not been rendered by the commanding officer of the unit on the 10th day after same is due. See NGR 40. (319.1 (Air) (Gen.-8).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry, M. B.,
Assistant.

1 Incl.

Distribution:
Adjutant General of States having Air Corps units
Corps Area Commander
Commanding General and Chiefs of Staff of each N. G. Inf. Div.
Commanding Officers of all Obs. Sqds. of the N. G.
All Air Corps Instructors
All Air Corps Sergeant-Instructors

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6. The following letters issued by the United States Property and Disbursing Officer are published as a matter of record and files.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA

Harrisburg, Pa., June 17, 1927.

Subject: Caliber 22 rifles.

To: All organizations equipped with cal. 22 rifles.

1. With the recent issue of caliber 22, model 1922, M. I. long rifles, there have been issued two (2) magazines. One for use with the gun and one extra for use in simulating Rapid Fire.

2. Some organizations have requested that additional magazines be furnished for Rapid Fire Problems, but the Militia Bureau has advised that additional magazines in excess of those furnished at the rate of two (2) per rifle are not authorized and will not be furnished.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal,
Lt. Col. QMC (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

June 25, 1927.

Subject: Forage requisitions

To: All Mounted Organizations, Pennsylvania National Guard.

1. For the information and guidance of all concerned there is enclosed herewith a copy of letter addressed by the Quartermaster General to Corps Area Headquarters, a copy of which was received in this office.

2. In order that the provisions thereof may be complied with, it is requested that all requisitions submitted to this office for supply of forage show the names and addresses of the local dealers who desire to bid for the supply of forage to the local organizations. Any requisitions received in this office without such names or remarks that local dealers do not wish to bid on forage will be returned for correction with the resultant probable delay of supply of forage on the date needed.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal,
Lt. Col. QMC (Pa.) U. S. P. & D. O.

WAR DEPARTMENT
Office of The Quartermaster General
Washington

May 20, 1927.

In Reply Refer to QM 464 R-D 3rd Corps Area.

Subject: Procurement of forage for the National Guard.

To: Quartermaster, 3rd Corps Area, Baltimore, Md.

1. Reports received from the Militia Bureau indicate that the prices paid for forage for the National Guard for the fiscal year 1927 were greater than those paid in the fiscal year 1926. This seems strange, in view of the fact that the price of forage for the Regular Army for the fiscal year 1927 was generally less than that paid in the fiscal year 1926. Due to the fact that National Guard forage is procured in small lots and required special delivery, it is expected that the price paid for forage for the National Guard would be greater than that paid by the Regular Army; yet if the Regular Army price goes down on forage, it would seem that the National Guard should also secure cheaper forage.

2. The procurement of forage for the National Guard, except for the rise in price in the fiscal year 1927, has been generally satisfactory, but this office feels that more study should be devoted to this procurement for the National Guard, and it is desired that Corps Area and Depot Quartermasters maintain close touch with National Guard organizations and State Disbursing Officers in order that forage for the National Guard may be bought economically, and locally where prices warrant it, and to see that deliveries are made as desired by National Guard organizations, whenever practicable.

3. Special effort should be made to secure, through National Guard organizations, a list of local dealers who are in a position to furnish forage to National Guard organizations, and that proposals are distributed to them. Commanding officers of National Guard organizations should be furnished a copy of proposals for forage for their organizations, together with a list of local dealers to whom these prposals have been sent, and they should be requested to obtain local bids in the same manner as is prescribed for Quartermasters at posts and stations in the procurement of forage for the Regular Army.

4. The method of procuring forage for the National Guard will be identical with the method in use for supplying the Regular Army.

By order of The Quartermaster General:

(Signed) C. L. SCOTT,
Major, Q.M.C.,
Assistant.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
Harrisburg, Pa.

June 30, 1927.

Subject: Weight of Purchased Grain, sacked.

To: Commanding Officers, All Mounted Organizations, Pa. N. G.

1. For the information and guidance of all concerned, there is formarded herewith copy of letter received from the Corps Area Quartermaster, relating to the requirements in weight of sacked grain purchased.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Pa.) U. S. P. & D. O.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Office of the Quartermaster
Baltimore, Maryland

June 28, 1927.

Subject: Net Weight Required in Purchase of Sacked Grain for Forage.

To:

1. The following from the Office of The Quartermaster General is quoted for your information and guidance:

"1. The following telegram was recently received by this office:

'SOME MISUNDERSTANDING BEING HAD IN CONNECTION WITH PURCHASES OF SACKED OATS PERIOD INFORMATION REQUESTED AS TO WHETHER CONTRACTS SHALL SPECIFY NET WEIGHT AND IN ADDITION THERETO INSERT CLAUSE THAT SACKS WILL BECOME PROPERTY OF THE GOVERNMENT OR SHOULD WEIGHT OF SACKS BE INCLUDED IN THAT OF OATS PERIOD SPECIFICATIONS TWENTY FOUR DASH TWO D INDICATES PACKING IN ACCORDANCE WITH COMMERCIAL PRACTICE WHICH WOULD INDICATE WEIGHT OF SACKS SHOULD BE INCLUDED WITH THAT OF OATS'.

"2. An examination of specifications for grain for forage shows that this subject is not covered by these specifications, although No. 22-42, U. S. Army Specifications for Supplies, Subsistence, etc., does specifically require net weights. An inquiry in Department of Agriculture also revealed that there was no standard practice as to net weight in commercial transactions, but representatives of that Department expressed the opinion that a strict interpretation of the Pure Food and Drug Act would make *net weight* mandatory in all grain transactions and they stated the Department of Agriculture would appreciate the cooperation on the part of all Government Departments in making this a standard rule.

"3. This office also feels that, in view of the recent reduction in the grain ration of animals of the Army, no further reduction, no matter how small, should be permitted. It is, therefore, desired that in the purchase of sacked oats, corn, bran, etc., for forage, proposals and contracts contain a clause to the effect that 'net weights are required in sacked grain, one pound to be deducted for each sack, and sacks to become the property of the Government.'

C. O. THRASHER,
Captain, Q.M. Corps,
Assistant.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
Harrisburg, Pa.

July 5, 1927.

Subject: Forage requisition.

To: All Mounted Organizations, Pennsylvania National Guard.

1. During the recent past, some confusion has been caused by the awarding of forage contracts to dealers at long distance from the organization, making necessary the acceptance of carload delivery, although adequate facilities are not possessed by the organization to care for such a large shipment.

2. In order that this possibility may be averted in the future, all requisitions submitted to this office for supply of forage, should show the maximum quantities that can be stored by the organization at one time and the periods during the quarter, shipments shall be made.

3. In order not to delay action on requisitions submitted to this office care should be taken to note this information on the requisition when forwarded.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
Harrisburg, Pa.

July 6, 1927.

Subject: Surveys.

To: Commanding Officers all units Pennsylvania National Guard.

1. Circular letter No. 19, issued from this office under date of December 5, 1924, is rescinded and the following substituted. The following amended instructions change circular letter No. 19 only in requiring that nine (9) copies of survey be submitted to the Adjutant General instead of eight (8).

2. In order that prompt action may be taken by all concerned in the handling of surveys from units of the Pennsylvania National Guard, it is requested that nine (9) copies, each complete with affidavits, exhibits, descriptive cards, etc., as the case may require, be forwarded direct to the Adjutant-General instead of four, five or six copies as are now forwarded in most cases. The present method varies so greatly, that additional copies must be made in the U. S. P. & D. office or returned to the organization for sufficient copies. This retards procedure and delays credit to the organization account.

3. Attention is also called to the fact that surveys should be promptly prepared when a shortage is known, as a survey covering current facts, properly supported by affidavits and intelligent statement of circumstances will more likely result in relief to the organization, than a survey covered by facts indicating that the matter has been held open for six or seven months without apparent reason. A survey should be delayed however, if circumstances indicate that the property short can be recovered within a reasonable time. In cases of this kind however, the delay should be explained by affidavits accompanying the survey indicating what steps were taken during the interval to secure such return.

4. Strict compliance with above instructions will result in a more uniform handling of surveys and a decrease in annoyance to all concerned.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
Harrisburg, Pa.

July 8, 1927.

Subject: Disposition of colts or fillies foaled by Government owned mares in the possession of the National Guard.

To: All Mounted Organizations, Pennsylvania Guard.

1. For the information and guidance of all concerned, there is quoted below, letter addressed by the Militia Bureau to The Adjutant General of Pennsylvania, under date of June 29, 1927, file MB 454.1—Pa.—88.

"The following policy on the above subject is published for the information of all concerned:

a. If foal is of unknown breeding from an ordinary mare it should be destroyed at foaling time.

b. If foal is known to be sired by a registered stallion and of value it may be kept until weaned and then disposed of. If sold, the net proceeds of the sale will be forwarded to the Militia Bureau in accordance with the provisions of paragraph 15, NGR 73.

c. Organizations that wish to raise the foal to maturity may do so, provided this is done without expense to the Federal Government, either for forage or maintenance. In this case the foal becomes the property of the organization and, upon application, may be Federally accepted at five years of age, under the provisions of paragraphs 21-25, NGR 79.

d. As animals are issued to the National Guard for training purposes only, any Government-owned mares that may be in the hands of the National Guard should not be used for breeding.

JOHN W. GULICK,
Colonel, C.A.C., M.B.,
For and in the absence of the Chief, Militia Bureau.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
Harrisburg, Pa.

July 27, 1927.

Subject: Requisitions.

To: All Organization Commanders, Pennsylvania National Guard.

1. Considerable irregularity has been experienced in the submission of requisitions to this office by organization commanders, in that some unit commanders submit but one copy, whereas others submit as many as eight copies.

2. In order to eliminate the confusion now existing, it is requested that all requisitions be submitted to this office IN DUPLICATE complying with the instructions for preparation of requisitions published in Circulars Nos. 4 and 15, issued from this office under dates of 4-14-24 and 7-9-24 respectively; both of these circulars have been reprinted in A.G.O. Bulletin No. 6, dated December 31, 1925.

3. Heretofore this office has been forwarding organization commanders copies of "Arsenal Orders for Issues" and Corps Area Requisitions, in order that they may be acquainted with the action taken on requisitions submitted to this office, as well as knowledge as to the source from which the equipment will be supplied. It may be assumed from the numerous inquiries received in this office requesting information as to date and point of supply of requisition that organizations have been loathe to accept as final the copies of papers forwarded from this office, or have been unable to fully comprehend their intent.

4. In order that action on requisitions taken in this office may be more clear to the organization commanders, one of the two copies of requisition submitted to this office as required in Par. 2 above, will be rubber-stamped as follows, and suitable references made opposite the items to which they pertain:

ACTION TAKEN ON REQUISITION

A. Re-submit this requisition—in duplicate; showing sizes; showing strength; showing quantity on hand.

B. Overdrawn.

C. Unauthorized.

D. Allowance now charged.

E. Submit new requisition with expenditure voucher.

F. Extracted on Corps Area, as per copy mailed you.

G. Extracted on Mt. Gretna.

H. Issued from this Arsenal.

The use and meaning of these various references is as follows:

A. Requisitions received in this office prior to receiving action, must show all this data, and if any part is missing, the requisition will necessarily be returned for completion.

B. It frequently occurs that organizations make a reduction in the enlisted strength of the organization, and delay the return to this Arsenal of the equipment of the discharged men, so that in the next requisition showing a small strength, issue is impossible within the prescribed allowances for that strength, as the books then appeared overdrawn. In such event it will be necessary that the surplus equipment be first returned to this Arsenal for credit to the organization's account; after which new requisition may be submitted for further action. If the property has been lost or is otherwise unaccounted for, report of survey should be made to cover, and 9 copies forwarded to the Adjutant General of Penna., making notation on face of requisition to the effect "Replacement of property covered on report of survey dated————."

C. Frequently organizations request issue of items which have been discontinued from issue during Peace time, and at other times request items which are not issued by the Government at all. In such event these items will be indicated by "C" unauthorized. If some special authority has been given to the organization for issue of such items, separate letter should be addressed to this office, giving full details.

D. "Allowance now Charged" indicates that the organization has no surplus of that item as against the quantity authorized for its enlisted strength, but before any further issues can be made within the allowances for that strength it will be necessary that the unserviceable property for which replacement is required, be first returned to this Arsenal; after which new requisition may be submitted for further action.

If the property has been lost, report of survey should be made to cover, and 9 copies forwarded to the Adjutant General of Penna., making notation on face of requisition to the effect "Replacement of property covered on report of survey dated————."

E. "Submit new requisition with expenditure voucher" pertains to expendable items which are recorded in the accounts of this office as being charged to the organization in amount equal to the allowance for that unit; and prior to making a new issue, it is required that the first supply be consumed, and expenditure voucher submitted to this office in duplicate properly certified, indicating consumption in order that the standing charged may be eliminated. With such expenditure voucher new requisition should be submitted for further action.

F, G, H. Correct requisitions received in this office will be processed to ascertain the quantity authorized for issue within the allowances prescribed for the organization in the War Department Equipment Tables. If all articles are authorized within the allowances for the enlisted strength of the organization, notation of "F", "G", or "H" will be made on requisition opposite the pertinent items to indicate the point from which supply will be made.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
Harrisburg, Pa.

July 28, 1927.

Subject: Bicycles.

To: All Organizations Pennsylvania National Guard.

1. In recent correspondence with the Militia Bureau regarding the issue of bicycles for the National Guard, this office was advised that, "due to the limited number of bicycles available for free issue to the National Guard, it has been decided to authorize the issue of one (1) bicycle to each Regimental and Battalion Headquarters Company or Battery."

2. It is requested that all future requisitions for this item be within these allowances.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Pa.) U. S. P. & D. O.

By order of JOHN S. FISHER,
Governor and Commander-in-Chief.
F. D. BEARY,
The Adjutant General.

Official:

.....
Adjutant.

COMMONWEALTH OF PENNSYLVANIA,

THE ADJUTANT GENERAL'S OFFICE,

Harrisburg, Pa., *October 17, 1927.*

Bulletin No. 4.

1. The following communication of the War Department is published for the information and guidance of all concerned:

WAR DEPARTMENT
The Adjutant General's Office
Washington

July 28, 1927.

Subject: Irregularities in property accounts disclosed by Reports of Survey.

To: Commanding Generals of all Corps Areas and Departments; Commanding General, U. S. Army Forces in China; and Commanding General, District of Columbia.

1. Review of Reports of Survey in the office of the Chief of Finance indicate improved but still inadequate supervision of maintenance of property accounts by Post and Station Commanders as set forth in Appendix No. 1, attached hereto. The provisions of Army Regulations relating to the duties of Commanding Officers in this respect are adequate to correct the deficiencies, if complied with. These provisions, however, are contained in a number of different regulations. In order to insure stricter compliance therewith, it is desired that you direct attention to Post and Station Commanders to those specific provisions that are particularly designed to insure adequate supervision of property accounts and to correct the other deficiencies indicated in Appendix No. 1.

2. The method to be employed in bringing this matter to the attention of Post and Station Commanders is entirely within your own discretion. It is believed that inadequate supervision is most frequently due to lack of knowledge of the present system of accounting on the part of officers of field grade, and a consequent inability to carry out their functions of inspection and supervision in a systematic and effective manner best calculated to disclose discrepancies without undue expenditure of time and effort. It is, therefore suggested that instructions promulgated on the subject should include provisos to the following effect:

a. Pertinent extracts from Appendix No. 1, setting forth discrepancies that have been disclosed by review of Reports of Survey.

b. Emphasis of the fact that most shortages and speculations are in property that is readily marketable; viz: subsistence, fuel, forage, gas and oil, and clothing.

c. Specific mention of the following provisions in Army Regulations:

A. R. 210-70: in general.
A. R. 210-70. Par. 2, e, f, j, ac, af, al, bh.
Par. 5, 1, aq, bd, bg.
A. R. 35-6520: Par. 2, c.—Par. 4, a (5)—
Par. 12, a.—Par. 15,—Par. 16, d.—
Par. 17,—Par. 18, a.

d. Reference Par. 17, A.R. 35-6520, legislation is now in course of preparation to enable stoppages for pecuniary responsibility under regulations to be devised by the Secretary of War.

e. Simple methods whereby Commanding Officers may ascertain the status of property and funds on their prescribed inspections, or on special inspections by their staff officers, without a great expenditure of time or administrative effort.

f. Emphasis of the necessity for: familiarity with accounting system by all concerned, prompt action on surveys, effective measures to check property and funds under personnel about to relinquish responsibility or accountability, effective measures to suspend pay accounts of those about to be separated from the service until all indebtedness to the United States has been settled.

g. Attention is invited to Inspection Standard No. 7, Warehousing, and Inspection Standard No. 8, Accuracy of Property Accountability, issued by the Inspector General of the Army to all Inspectors General. It is believed that the use of procedure indicated therein, by Post and Standard Commanders and by Inspectors General or special inspectors appointed for cases that warrant it, will result in a further reduction of discrepancies indicated by review of surveys.

By Order of Secretary of War:

LUTZ WAHL,
Major General.
The Adjutant General.

I Incl.

(Appendix No. 1).

140.2 (7-28-27)

24 1st Ind.

HQ. THIRD CORPS AREA, BALTIMORE, MD., August 2, 1927/To: Adjutant General, Pennsylvania National Guard, Harrisburg, Pa.

APPENDIX NO. 1

EXTRACTS *RE* PROPERTY ACCOUNTABILITY

(A. G. 140.2; 7-13-27)

"1. In reviewing reports of survey referred to this office for action under the provisions of Par. 10g, A.R. 35-6640, surveys have been noted which indicate that the degree of control and supervisions exercised by Post and Station Commanders over property accounts subject to their jurisdiction has been inadequate. Careless record keeping, with consequent confusion of the property accounts, has apparently been allowed to continue for considerable periods of time without remedial action on the part of Post and Station Commanders. Instances have been noted also in which a particular situation involving unusual circumstances was not apparently handled by the local authorities in a manner best calculated to protect the public interest. *******

"2. Under the provisions of Par. 17, A.R. 35-6520, the Commanding Officer of a Post or Station is responsible for the security and preservation of all public property pertaining to his command and for the maintenance of accurate and up-to-date property accounting records. Par. 2b, A.R. 210-70 also makes him responsible for these general duties as follows:

'(4) The preservation, application and use of public property.

(5) The strict enforcement of laws and regulations.

* * * * * * * *

(9) The guarding of the public interest in every particular.

"3. In many cases steps essential to the success of the survey action should be taken in advance of the survey. When a responsible organization commander submits his resignation to his Commanding Officer, pressure should be brought to bear, if necessary, to require the resigning officer to bring his property records up-to-date, to check his property, and to adjust or explain any shortage before the effective date of his resignation. Similarly, when orders are received for the transfer of an accountable or responsible officer, to another station, particularly a Post Supply Officer, immediate steps should be taken by the officer transferring to check his property with his records and to report any shortage for investigation before he leaves the Post.

"4. Reports of survey as a rule represent the final effort as well as the final opportunity of the administrative authorities of the War Department to fix responsibility upon the proper party for the loss, damage or destruction of public property. In order to accomplish the purpose of the survey, it is essential that timely action be taken to gather the evidence and to complete the survey while witnesses are available and the events fresh in their minds. Delay in the investigation of a shortage by a surveying officer usually makes uncertain the accomplishment of a settlement with justice to all parties concerned. It also necessitates additional work not only by the surveying officer, but also by the offices through which the survey passes for administrative review and final approval.

"5. Reports of survey, Inventory and Inspection Reports, and other vouchers covering lost, damaged and destroyed property acted upon by this office for the Secretary of War during the fiscal year 1927 reached a combined total of 43,846. One of the most economical ways to reduce the number of surveys submitted and also the clerical labor required to handle them is to eliminate the discrepancies which make surveys necessary. It is believed therefore that closer supervision of the maintenance of property accounts on the part of Post and Station Commanders would have this beneficient result. Such supervision is considered of most importance in the case of Post Supply Officers having large stores of property on hand and numerous stock record cards, also in the case of commissaries where stores are sold thereby affording opportunities for speculations in both property and funds. As a rule certificates of audit show most frequently discrepancies in the accounts of Post Supply Officers and commissaries. These two classes of accounts also produce a large part of the surveys recommending charges against responsible and accountable officers. For these reasons it is believed that closer administrative control over the maintenance of accounts between inventories would react in favor of accountable officers who would be required to account for their property in accordance with regulations instead

of having it charged against them on a report of survey. The Government would also benefit in the saving of the time and labor of personnel now engaged in the adjustment of preventable discrepancies."

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2. The following Circular of the War Department is published relative to changes in Army Regulations:

WAR DEPARTMENT
The Adjutant General's Office
Washingtou

September 27, 1927.

Subject: Changes in Army Regulations 350-580.

To. Commanding Generals of all Corps Areas and Commanding Officers of all Exempted Stations.

1. Recent changes in the course of flyiug instruction at the Air Corps Primary Flying School, Brooks Field, Texas have necessitated certain changes in the courses of instruction conducted by The School of Aviation Medicine. Hereafter there will be three basic courses conducted annually each of three months' duration which will begin on January the 5th, May the 1st and September the 5th respectively. The short basic course of six weeks, duration heretofore conducted will be discontinued. Each basic course will be divided into two periods. The first period of each course will be of two months' duration and will be devoted to theoretical instruction; the last period will be of one month's duration and will be spent in practical work. An officer will not be accepted as proficient to make the physical examination for flying until he shall have had the practical instruction given in the second period.

2. Medical officers of the National Guard and Reserve Corps may be sent to either a complete basic course, or to the first or second period of a course as follows:

(a) Officers who have had no prior training in Aviation Mediciue may be ordered to the School for any complete basic course. Attention is invited to the fact that the course begiuuing May 1st will be completed in the following Fiscal year. Reserve officers and Medical Officers of the National Guard detailed for this complete course will necessitate the use of funds allotted for each of the two fiscal years involved.

(b) Officers who have had no instruction in Aviation Medicine and who for any reason cannot take a complete basic course may be sent to the first period of any basic course.

(c) Officers who have completed the correspondence course, or who have received the equivalent of the correspondence course; i. e., actual attendance upon the short basic course formerly given, or who have taken the first period of the basic course as outlined below, can qualify as Flight Surgeons by taking the second period of instruction (practical) of any basic course.

3. The following is a description of the course as divided into the two periods and the hours of instruction given in each subject:

BASIC COURSE

I. *SCOPE:* FIRST PERIOD (First two months)

To instruct and train Medical Officers in the theoretical work of the Flight Surgeon.

II. *DURATION OF COURSE:*

Two months. beginning on January 5th, May 1st and September 5th of each year.

Approximate Hours.

III. *PROGRAM:*

1. NEURO-PSYCHIATRY: 80

Theoretical instruction in neurology and psychiatry with the special object in view of preparing the student to make the neuropsychic proportion of the physical examination for flying.

2. ORHTHALMOLOGY AND OTOLOGY: 80

Theoretical instruction in the anatomy and physiology of the eye and ear, ocular muscle balance, depth perception, equilibrium, refraction, and the physical standards for flying. The course is designed to prepare the student to make the eye, ear, nose and throat portion of the physical examination for flying.

3. PSYCHOLOGY: 80

Theoretical instruction in academic, dynamic and laboratory psychology, psychological types. Practical instruction in psychological apparatus designed to measure and record reaction time, co-ordination, tremor, etc. This subject is fundamental to, and links up intimately with neuro-psychiartry.

4. AVIATION MEDICINE:

Under this title is grouped the instruction given by the departments of Cardiology, Physiology and Administration. It consists of didatic and clinical instruction in Anatomy and Physiology of the Heart, disease of the Cardio vascular system, the use of the electrocardiogram and the interpretation of electrocardiographs; the Physiology of Aviation including the effects of Anoxemia, Fatigue and Exposure and the bodily compensations thereto; the organization and function of the Air Corps, Aviation Accidents and the administrative and professional duties of the Flight Surgeon.

TOTAL HOURS: 320

I. *SCOPE:* SECOND PERIOD (One month)

To instruct medical officers in the practical examination of candidates for flying training.

II. *DURATION OF COURSE:*

One month beginning March 5th, July 1st, and November 5th of each year. To be taken as follows:

Following the completion of the correspondence course, or the first two months of any basic course, (Limited to the last

month of any basic course), or the Short Basic Course formerly given.

III. *PROGRAM:*	Approximate Hours.
1. NEURO-PSYCHIATRY:	45

Review of previous theoretical work and practical work in making the neuro-psychic portion of the examination for flying.

2. OPHTHALMOLOGY AND OTOLOGY:	45

Review of previous theoretical work and practical work in making the eye, ear, nose and throat portion of the examination for flying.

3. PSYCHOLOGY:	25

Review of previous theoretical work and the discussion of the psychological considerations of case records of the School.

4. AVIATION MEDICINE:	45

Review of previous theoretical work and practical work in doing the general physical examination for flying, the preparation of reports and records required of Flight Surgeons.

TOTAL HOURS:	160

By order of the Secretary of War:

LUTZ WAHL,
Major General,
The Adjutant General.

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3. The following communication of Militia Bureau relative to annual inventory of Federal property, is published for the information and guidance of all concerned:

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

October 1, 1927.

Subject: Annual Inventory of Federal Property (Major Items) in the hands of the National Guard.

To: Commanding Generals of all Corps Areas and Hawaiian Department and to all State Adjutants General.

1. A supply of Militia Bureau Forms No. 12 (Inventory of Federal Property) will be sent you on or before October 1st, 1927, for use in taking the annual inventory of major items of Federal property in the hands of National Guard organizations and at State arsenals and storehouses.

2. Militia Bureau Form 12 (Inventory of Property Cover) contains instructions governing the use of the inventory forms in sufficient detail to enable the work of taking the inventory

to be carried out step by step in proper order and sequence. These instructions should be carefully read and complied with by all personnel engaged in taking the inventory.

3. It will be noted that the nomenclature on the inventory forms is not the same in all cases as that given in National Guard Equipment Tables. It is not believed, however, that this should cause any confusion, as the nomenclature on the forms is sufficient to identify the items described. It is the intention to have the inventory forms revised so that by another year they will conform to the nomenclature given in Equipment Tables.

4. The inventory of units should be made by the instructors on duty with the National Guard units concerned. The inventory of property in State arsenals and storehouses should be made by an officer specially detailed for this work.

5. The Consolidated Inventory (Forms 12(a) and 12(b) for regiments and similar organizations composed of sub-units should be made by the personnel taking the original or basic inventory of the sub-units. The consolidated inventory for each State (Forms 12-A, B, C, D or E) should be made preferably at Corps Area Headquarters.

6. A study of last year's inventory revealed many errors and discrepancies in consolidating the inventories both for regiments and States. As an example, in one State, out of a total of 102 items carried on the consolidated inventory for the State, 79 items were found to have been incorrectly totaled.

a. Items not listed on the consolidated inventory forms were added in some cases and on the same line with another item. Inventory of items other than those printed on the forms are not desired, and where it is found necessary to add an item shown on basic inventory (Form 12) to the consolidated form, such item should be shown in the blank spaces on the form under heading showing the branch to which it pertains.

b. Inventories did not include all motor vehicles in the State. In many cases unassigned vehicles were omitted. The United States Registration numbers of motor vehicles were often omitted with the remark "not available." The United States Registration numbers of all vehicles are required, including those classed as Ordnance (except trailers and tanks) Air Corps, Engineer, Medical and Signal.

If the U. S. Registration numbers are not stenciled on the vehicles or available from the records, the motor and serial numbers of the vehicle should be shown.

Ordnance, Air Corps, Engineer, Medical and Signal Corps vehicles should be listed on Forms 12, 12(b) and 12-E (Ammunition and Motor Transport), in the same manner as the Quartermaster Corps vehicles are listed on these forms.

As an aid to the officer making the inventory, a list of motor vehicles in possession of the State should be obtained from the United States property and disbursing officer from which a check of the vehicles in the hands of the organization could be made, and close cooperation between the United States property and disbursing officer and the officer taking the inventory had in order to clear up any discrepancies found to exist.

7. An accurate physical inventory of major items of Federal property issued to and on hand in the organizations, including stocks under the direct control of the State authorities, is intended to serve the following purposes:

a. To enable the Corps Area Commander to,

(1) Determine whether the National Guard in the States in his Corps Area is properly equipped for field service;

(2) To intelligently control the issue of needed equipment and supplies to the several States;

(3) To see that proper use is made of the equipment and supplies furnished the States; and

(4) To prepare plans for mobilization in an emergency, based on accurate information as to equipment and supplies on hand in his Corps Area.

b. To enable the United States property and disbursing officer of each State to,

(1) Check reported shortages and overages against his property records and to make necessary adjustments;

(2) To correct shortages in certain organizations by the transfer of overages in other organizations or by issue from arsenal;

(3) To transfer to the State arsenal items which are on hand in certain organizations in excess of training needs for the better conservation of property and to relieve the organization commander from the needless burden or responsibility.

c. To provide the Chief, Militia Bureau, with data that will enable him to,

(1) Prepare estimates for funds based on accurate data as to requirements;

(2) To furnish information called for by the Congress, the Chief of Staff and the Chiefs of Supply Branches; and

(3) To take intelligent action in all matters relating to the equipment and supply of the National Guard.

8. In view of the importance of obtaining accurate data as to the major items of equipment actually on hand in the National Guard, it is most essential, not only that the inventorying officers exercise great care in preparing inventories, but that the State authorities and organization commanders cooperate by seeing that all property on hand of which an inventory is required is included in the inventories, and by otherwise assisting in the work.

9. A sufficient number of mimeographed copies of this letter will be furnished Corps Area Commanders for distribution to all inventorying officers, and to the State Adjutants General for distribution to the United States property and disbursing officers and organization commanders. Copies for inventorying officers will be forwarded to you along with the blank forms referred to in paragraph 1, the copies for distribution by State Adjutants General to be sent direct.

10. It is desired that the inventory for your Corps Area be completed and forwarded to this Bureau by December 31, 1927.

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

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4. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

July 20, 1927.

CIRCULAR NO. 22
B

AUTHORIZED SETS OF BAND INSTRUMENTS

In compliance with the provisions of paragraph 3, NGR 75-13, —"Maintenance and Repair of Band Instruments"—the following lists of authorized sets of band instruments and accessories for the various types of bands in the National Guard, based on peace strength of each type, are published for the information and guidance of all concerned:

a. Medical Band (Enlisted Strength—28 men).

No.	*Instruments (with case or cover).*
1	piccolo Db, Boehm
2	flutes, Boehm (1C), (1Db)
1	clarinet Eb
6	clarinet Bb, Albert or Boehm
2	cornets Bb (or flagelhorus in lieu of cornets)
4	trumpets Bb
3	french horns
1	baritone or euphonium
3	trombones, slide, Bb
1	saxophone, alto Eb
1	saxophone, tenor, Bb
1	saxophone, baritone, Eb
1	bass, Eb, Upright
1	bass, BBb, helicon
1	drum, snare
1	triangle
1	cymbals, pair
1	drum, bass

No.	*Accessories*
2	Batons, band leader
2	Beaters, cymball, hand
1	Beater, drum, bass
1	Beater, triangle
1	Book, set Airs of all Lands by J. P. Sousa
1	Book "The Wind Band and its instruments" by Clappe
6	cans, oil, pocket
56	cards, music, 10 staves, 5 x 7
7	cases, reed, clarinet (6Bb, 1Eb)
3	cases, reeds, saxophone (1 alto, 1 baritone, 1 tenor)
3	cleaners, rod, trombone, slide
7	finishers, reed, clarinets
1	bar, tuning, low pitch, 440-A
1	instructor, clarinet, Langenus, (6 books to set)
1	muffler & strainer, combination drum, snare

No.	*Instruments*	*No.*	*Accessories*
		4	mutes (2 cornet—2 trombone)
		1	satchel, music carrying
		4	screwdrivers, flute or clarinet
		2	screwdrivers, saxophone
		1	sling, drum, bass
		1	sling, drum, snare
		1	spurs, set, drum, bass
		1	stand, drum, bass, folding
		1	stand, drum, snare folding
		7	trimmers, reed, clarinet (6Bb, 1Eb)
		3	trimmers, reed, saxophone (1 alto, 1 baritone, 1 tenor)
		1	tucker, spooning, drum head

b. Cavalry Band (Enlisted Strength—28 men).

Same as for Medical Band with following exceptions:

No.	*Instruments*	*No.*	*Accessories*
3	altos in lieu of 3 french horns	1	beater, tympani, pair
1	bass Eb, helicon, in lieu of upright	1	harness, tympani, set
1	tympani, pair complete		

c. Artillery (Anti-aircraft) Band (Enlisted Strength—29 men).

Same as for Medical Band with the addition of 1 BBb helicon.

d. Artillery (Both Coast and Field) Band (Enlisted Strength—31 men).

Same as Medical Band with following additions:

No.	*Instruments*
1	bass, BBb, helicon
1	trombone, slide, Bb
1	alto

e. Engineer Band (Enlisted Strength—35 men).

Same as Medical Band with following additions:

No.	*Instruments*	*No.*	*Accessories*
2	clarinets Bb (Albert or Boehm)		Same as for Medical Band with the addition of:
1	french horn	1	case,reed, bassoon
1	euphonium	1	case, reed, oboe
1	saxophone, soprano Bb (for use of oboe players when marching)		
1	oboe, conservatory		
1	bassoon, conservatory, or heckel		
1	bass, BBb, helicon		

f. Infantry Band (Enlisted Strength—48 men).

No.	*Instruments*
1	flute, C, Boehm } for 1
1	flute, Db, Boehm } man
1	piccolo, Db, Boehm
2	oboes, conservatory
1	clarinet, Eb, Albert or Boehm
10	clarinets, Eb, Albert or Boehm
2	clarinets, alto, Eb, (Boehm only)
2	clarintes, bass, Bb (Boehm only)
2	bassons, C, french conservatory, or heckel
1	saxophone, alto, Eb
1	saxophone, tenor, Bb
1	saxophone, baritone, Eb
2	saxophones, soprano, (for use of oboe players when marching)
4	french horns (altos for mounted bands)
4	trumpets, Bb
2	cornets, Bb (or flugelhorns, Bb, in lieu of cornets)
1	baritone, Bb (small diameter)
1	euphonium (4 valve)
3	trombones, Eb (valve or slide)
1	trombone, F, slide
2	basses, Eb (4 valve) (helicon for mounted band)
2	basses, BBb, helicon
1	sarrusophone, contra-bass, Eb
1	drum, snare } for 1 man
1	drum, snare } (for use of bassoon player when marching)
1	triangle
1	drum, bass } for 1 man
1	cymbals, pair }

No.	*Accessories*
2	batons, band leader
2	beaters, cymball, hand
1	beater, drum, bass
1	beater, triangle
1	book, "The Wind Band and the Instruments" by Clappe
1	book, set Airs of All Lands by J. P. Sousa (50 books)
12	cans, oil, pocket
100	cards, music, 10 stave, 5 x 7
11	cases, reed, clarinet, 10 Bb, 1 Eb)
2	cases, reed, clarinet, alto, Eb
2	cases, reed, clarinet, bass, Bb
4	cases, reed, saxophone (1 alto, 1 baritone, 1 soprano, 1 tenor)
1	case, reed, sarrusophone, contra-bass, Eb
2	cleaners, rod, trombone, slide
11	finishers, reed, clarinet
1	bar, tuning, low pitch, 440-A
1	instructor, clarinet, Langenus (6 books to set)
1	muffler and strainer, combination drum, snare
6	mutes (2 cornet, 4 trombone)
1	satchel, music carrying
4	screwdrivers, flute or clarinet
2	screwdrivers, saxophone
1	sling drum, bass
1	sling, drum, snare
1	spurs, drum, bass, set (2 to set)
1	stand, drum, bass, folding
1	stand, drum, snare, folding
6	trimmers, reed, clarinet (5 Bb, 1 Eb)
4	trimmers, reed saxophone (1 alto, 1 baritone, 1 soprano, 1 tenor)
2	tuckers, spooning, drum head

g. To each authorized band the following accessories are authorized for issue:

1 bells, set, chromatic, complete with case and stand

1 sylophone, chromatic, complete with case and stand

1 set drummer's traps, consisting of one of each of the following:
- Bawl, cow, with cap
- Bell, cow, set of four, with adjustable clamp
- Bell, cow, single
- Bell, sleigh
- Block, wood
- Castanet
- Cymball, crash, Chinese
- Cuckoo
- Holder, cymbal, crash, with spring
- Imitation railroad
- Rattle, adjustable
- Sticks, slap
- Tambourine
- Tom-Tom, Chinese
- Whistle, hird, canary
- Whistle, locomotive
- Whistle, steamboat
- Whistle, exhaust, steam

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

A. W. BRADBURY,
Lt. Col., Inf., MB,
Assistant.

WAR DEPARTMENT

Office of the Chief of the Militia Bureau.

Washington

July 25, 1927.

CIRCULAR NO. 23-B.

UNASSIGNED LIST FOR NATIONAL GUARD OFFICERS.

1. On July 1, 1927, the Militia Bureau sent the following radiogram to all Corps Area Commanders and telegram to all State Adjutants General:

> "Paragraph 296*b*, National Guard Regulations, 1922, and 1926, is hereby rescinded owing to recent opinion of the Judge Advocate General to the effect that there is no legal authority for the unassigned list referred to therein."

2. The Militia Bureau is in receipt of several communications relative to the above mentioned telegram requesting information as to its effect, and it is therefore considered necessary and desirable to furnish to all concerned, for their guidance, the information contained below.

3. The telegram quoted above has reference only to an unassigned list authorized or set up by National Guard Regulations. However, neither the rescission of Paragraph 269*b*, National Guard Regulations, 1922, nor the opinion of the Judge Advocate General, upon which the rescission is based, affect provisions of State law concerning the transfer of officers, who have tendered their resignations, to an unassigned list.

An officer who has tendered his resignation may, if the State law so provides, be transferred by State authority to a State unassigned list, in which case his Federal recognition ceases and the resulting vacancy in the organization from which he is transferred may be filled in the usual manner, (325.11—Revisions —Gen-55).

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

H. J. FARNER,
Captain, Infantry, M. B.,
Assistant.

WAR DEPARTMENT

Office of the Chief of the Militia Bureau.

Washington

August 8, 1927.

CIRCULAR NO. 24.
B.

ANNUAL LEAVE FOR CARETAKERS

The following interpretation of par. 15½, NGR 79, which appears in Changes No. 1, NGR 79, April 1, 1927, is published for the information and guidance of all concerned:

1. Par. 15½, NGR 79, authorizes 15 days annual leave for caretakers in one calendar year. This leave is credited at the rate of 1¼ days per month of employment as caretakers. However, this does not mean that annual leave is limited to 1¼ days for each month of employment in the calendar year in which leave is requested *except in the case of those caretakers who have been employed less than one year, or who have indicated their intention to resign.* If a caretaker has been employed one year or longer he can get the full 15 days leave in advance. The above intent is clearly shown by the express provisions regarding sick leave in par. 15½*e*, which states that "sick leave will not be granted in advance". This implies that annual leave may be granted in advance, except where expressly prohibited by the regulation.

2. The method of computing leave under the provisions of par. 15½, NGR 79, is explained below. Since the authority for leave became effective on April 1, 1927, and since leave is based on a calendar year, all *credit* must begin with January 1, 1927.

a. If a caretaker has been employed as such less than one year, he is entitled to leave at the rate of 1¼ days per month for each month he has been employed in the calendar year in which he requests leave.

b. If a caretaker had been employed one year or longer on April 1, 1927 (the effective date of the regulation), he was on

that date entitled to a credit of 15 days annual leave for the calendar year.

c. Whenever, in the year 1927 he reaches a date which closes one year's employment, he is entitled to credit for 15 days annual leave, less any amount he may already have taken within the year on the basis of 1¼ days per month. However, since annual leave must be used within the calendar year in which earned, care should be taken to see that caretakers who have used no leave during the year and who are waiting for the one-year period of employment to end in order to credit a full fifteen-day period, are granted their leave in time to enable them to complete it before the end of the calendar year. There will undoubtedly be some cases in the year (1927) when caretakers will not be able to complete all their leave unless they take some of it on the basis of 1¼ days per month and to not try to save it all for one period.

3. In order to avert suspensions by the General Accounting Office it is suggested that all United States Property and Disbursing Officers cause to be kept a record of service for each caretaker within his state. When a caretaker has been employed a year and is granted leave in advance so that he may take it while serving with his unit during its field training, the pay roll upon which he is paid as caretaker should show his record of service as such, i. e., that he had been employed as a caretaker one year or more with no deduction for leave taken prior to the encampment. If he has taken leave prior to the encampment the proper deduction for such leave should be shown.

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

H. J. FARNER,
Captain, Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau.
Washington

August 10, 1927.

CIRCULAR NO. 25.
B.

PROCUREMENT OF SUPPLIES AND SERVICES.

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1. DEFINITION OF TERMS.—The term "Short Form Contract" as used in this Circular means "Government Short Form Contract (Standard Form No. 33);" the term "Long Form Contract" means "Government Standard Form of Contract (Standard Form No. 32)."

2. COMPTROLLER DECISIONS.—(a) By decision dated June 3, 1925, the Comptroller General of the United States held that the statutes referred to therein require contracts for the National Guard to be made as similar contracts are made for the Regular Army; that contracts for the National Guard "must comply with all Federal requirements."

(b) By decision dated February 17, 1927, the Comptroller General of the United States held that any exceptions to the requirements of sections 3709 and 3744 to 3747, Revised Statutes, applicable to the Regular Army, are also applicable to the National Guard. "In other words, the act of March 4, 1915, making exceptions to section 3744, Revised Statutes, is equally applicable to the Regular Army and the National Guard."

NOTE: THIS CIRCULAR SUPERSEDES MILITIA BUREAU CIRCULAR NO. 15, DATED APRIL 20, 1927, EFFECTIVE SEPTEMBER 1, 1927.

3. REGULATIONS APPLICABLE TO NATIONAL GUARD.—The following regulations governing the Regular Army are, until changed, equally applicable to the National Guard:

AR 35-6020

2. WHEN CONTRACTS TO BE IN WRITING AND SIGNED.—*a. General.*—(1) *General.*—It shall be the duty of the Secretary of War to cause and require every contract made on behalf of the Government, or by officers under them appointed to make such contracts, to be reduced to writing and signed by the contracting parties with their names at the end thereof. RS 3744.

(2) *Supplies and services costing not over $500.00.*—Hereafter the purchase of supplies and the procurement of services for all branches of the Army service may be made in open market, in the manner common among business men, when the aggregate of the amount required does not exceed $500.00; but every such purchase exceeding $100.00, shall be promptly reported to the Secretary of War for approval, under such regulations as he may prescribe. Act June 12, 1906 (34 Stat. 258).

b. Contracts not to be performed within 60 days and in excess of $500.00.—(1) *When made by Quartermaster*

Corps.—Hereafter whenever contracts which are not to be performed within 60 days are made on behalf of the Government by The Quartermaster General, or by officers of the Quartermaster Corps authorized to make them, and are in excess of $500.00 in amount, such contracts shall be reduced in writing and signed by the contracting parties. In all other cases contracts shall be entered into under such regulations as may be prescribed by The Quartermaster General. Act March 4, 1915 (38 Stat. 1078).

4. FORM OF CONTRACT AUTHORIZED.—Short Form Contract (Standard Form No. 33) or Long Form Contract (Standard Form No. 32) will be executed to cover awards made on formal or informal bids as follows:

(a) Short Form Contract will be used:

(1) Where the amount involved does not exceed $500.00 irrespective of the time required for completion of deliveries.

(2) Where the amount involved does not exceed $25,000.00, and deliveries are to be completed within sixty days from date of execution of order, provided it is not to the interest of the Government to require Long Form Contract.

(3) Where the purchase is for grain and must be made immediately at a price determined by prevailing quotations on an exchange or board of trade, or for tobacco products made from the sole manufacturer of the grade and the quality required, without regard to the amount involved, provided it is not to the interest of the Government to require Long Form Contract and the time of delivery will not extend beyond sixty days.

(b) Long Form Contract will be used as follows:

(1) Where the amount involved exceeds $500.00 and the time required for completion is more than 60 days.

(2) Where the amount involved exceeds $500.00 and it is to the interest of the Government to require Long Form Contracts, regardless of the time required for completion.

(3) Where the amount involved exceeds $25,000 irrespective of the time required for completion of deliveries, except as provided for in (a) (3) above.

5. PROCEDURE BY NATIONAL GUARD CONTRACTING OFFICERS.—Pursuant to the provisions of regulations published in paragraph three herein, the instructions that follow will govern the procedure in connection with the procurement of supplies and services for the National Guard, by National Guard Contracting Officers.

6. NATIONAL GUARD CONTRACTING OFFICERS, DESIGNATION OF.—Each United States Property and Disbursing Officer is hereby detailed as National Guard contracting officer for his State for the purpose of entering into such authorized contracts as involve the expenditure of Federal funds apportioned to his State, Territory or District of Columbia. He will act for and in behalf of the United States in the execution of such contracts. Other National Guard officers will not enter into such contracts unless specially authorized to do so by the Secretary of War.

7. AUTHORITY TO PROCURE SUPPLIES AND SERVICES.—See Par. *2d*, NGR No. 56.

8. RESERVATION OF FUNDS.—See MB Cir. No. 47, dated October 13, 1925.

9. PROCUREMENTS WITHOUT COMPETITION.—Procurement of supplies or engagement of services without competition is authorized in the following cases:

a. When the aggregate amount of supplies or services to be procured does not exceed $500.00, and in the opinion of the Contracting Officer no advantage can be gained to the Government by securing competition through the distribution of invitations for bids. Such procurements will not be made in small amounts from time to time when a reasonable degree of foresight would indicate that larger quantities can be procured to advantage by resorting to competition through the distribution of invitations for bids.

b. Under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising in newspapers, or by distribution of invitations for bids.

c. The articles wanted are patented or copyrighted and not on sale by dealers, but by owners of the patent or copyright, or their agents or assigns alone, at a fixed and uniform price.

d. There is only one dealer within a practicable distance from whom the articles can be obtained.

e. Prices or rates are fixed by legislation, either Federal State, or municipal; or by competent regulation.

f. Previous advertising for the identical purchase has been followed by the receipt of no proposals or only of such as were unreasonable, and under circumstances indicating that further advertising would not alter results.

10. METHOD OF INVITING BIDS.—Bids will be invited—

a. Where the amount of the supplies or services to be procured does not exceed $25,000.00, and the delivery or performance is to be completed within 60 days, bids will be invited on Standard Government Short Form Contracts, provided it is not to the interest of the Government to require long form contract, and also by advertising in newspapers when the interest of the Government so requires.

When using this method of inviting bids, Standard Form No. 33 will be prepared and mailed to prospective bidders, posted in public places and a copy thereof mailed to the United States Government Advertiser, 511 Eleventh Street, N. W., Washington, D. C.

b. Where the amount of the supplies or services to be procured exceeds $500, and the time required for delivery or performance is more than sixty days; where the amount involved exceeds $25,000 without regard to the time for delivery or performance, or where the interest of the Government requires long form contract without regard to the amount involved or the time required for complete performance, bids will be invited on Standard Government Form of Invitation for Bids (Standard Form No. 30), and also by advertising in newspapers when the interest of the Government so requires.

When using this method of inviting bids, Standard Form No. 30 (Standard Government Form of Invitation for Bids) and Standard Form No. 31 (Standard Government Form of Bids) will be prepared and mailed to prospective bidders, posted in public places and a copy mailed to the United States Government Advertiser at the address given in *a* above.

c. Preparation of Invitation for Bids.—The articles, materials, or services, listed in the schedule on Standard Forms 31 and 33, must be definitely described so that bidders will know exactly what is required and be able to submit a proper bid.

d. Specifications.—Specifications published by the supply branches of the Army or by the Federal Specification Board must be used whenever practicable (See WD Document No. 7a—Index to United States Army Specification and United States Government Standard Specifications).

All articles for which Standard Specifications have been adopted and published will be purchased under such specifications, and invitations for bids will cite the number of the appropriate specification opposite the article on the schedule.

e. Information to Bidders.—

(1) Upon request therefor, Standard Form 22 (Standard Government Instructions to Bidders) will be furnished prospective bidders.

(2) When bid bond is required, Standard Form No. 24 (Standard Government Form of Bid Bond) will be furnished to all dealers desiring to submit bids.

11. METHOD OF NUMBERING INVITATIONS FOR BIDS.—See Par. 7*b*, MB Cir. No. 4, dated February 3, 1927.

12. ADVERTISING IN NEWSPAPERS. *a. General.*—See Par. 6 *a*, *b*, *c*, *d*, *e*, *f*, *g*, and *h*, MB Cir. No. 4 dated February 3, 1927.

13. ADVERTISING REGISTER. See Par. 8, MB Cir. No. 4, dated February 3, 1927.

14. OPENING AND RECORDING BIDS.—See Par. 9, MB Cir. No. 4, dated February 3, 1927.

15. AWARDS.—

a. Award to lowest bidder.—Except in rare cases, when the United States elects to exercise the right to reject bids, awards will be made to the lowest responsible bidder, provided that his bid is reasonable and that it is in the interest of the Government to accept it.

b. Award to other than lowest bidder.—Where other than the lowest bid is accepted, a detailed statement as to the reasons for the acceptance thereof will be noted on the abstract of bids. (See Par. 9d, MB Cir. No. 4, and 6 Comp. Gen. 311).

c. Method of indicating award or abstract.—See Par. 10 *c*. MB Cir. No. 4, dated February 3, 1927.

16. SHORT FORM CONTRACT.

a. General.—Agreements with successful bidders for procurements made under the provisions of paragraph 10 *a*, will be executed on Standard Government Short Form Contract (Standard Form No. 33). This form upon acceptance of the bid submitted thereon, and approval as required, becomes a valid agreement.

b. Bond.—The requirement of a performance bond is optional with the Contracting Officer. When required, Standard Form No. 25 (Standard Government Form of Performance Bond) will be used.

c. Approval.—The acceptance is not valid until approved by the Governor (or Adjutant General) of the State, Territory, or District of Columbia.

d. Copies furnished.—Each Short Form Contract will be signed in triplicate. (For distribution of copies see Par. 18).

e. Abstract of Agreement.—In connection with each Acceptance there will be prepared for attachment thereto, Standard Form No. 1036 ABSTRACT OF AGREEMENT, for the purpose of establishment the fact of compliance with law and good business administration in respect to securing competition, acceptance of bid of the lowest responsible bidder, and execution of a lawful agreement. Reference will be made to the ABSTRACT OF AGREEMENT on all vouchers covering payments under the ACCEPTANCE. The ABSTRACT OF AGREEMENT has been provided for the purpose of summerizing in brief and handy form the contents of the agreement to which it is attached.

f. System of numbering Short Form Contracts.—All Short Form Contracts involving an expenditure of $1,000 or more, or on acount of which more than one payment is to be made must be numbered in the series provided for Long Form Contracts, in the manner outlined in paragraph 12 *h*, MB Cir. No. 4, dated February 3, 1927. Short Form Contracts involving an exepnditure of less than $1,000 and settled in one payment need not be numbered in any prescribed manner, but there is no objection to including such Short Form Contracts in the series provided for Long Form Contracts and Short Form Contracts involving an expenditure of $1,000 or more.

g. Evidence of lowest bid.—In cases where the lowest bid has been accepted the Contracting Officer will so state on the ABSTRACT OF AGREEMENT required by *e* above.

17. LONG FORM CONTRACTS.

a. General.—Agreements with successful bidders for procurements made under the provisions of paragraph 10 *b* will be executed on Standard Government Form of Contract (Standard Form No. 32).

b. Bond.—Same provisions as Par. 16 *b*.

c. Approval.—Long Form Contracts for supplies and services are not valid until approved by the Governor, or State Adjutant General.

d. Copies required.—Each Long Form Contract will be executed in three numbers (original for contractor; duplicate for General Accounting Office; and triplicate for the State Adjutant General), and three true copies thereof will be prepared. (For distribution of numbers and copies see Par. 18).

e. Abstract of agreement.—Same provision as Par. 16 *e* herein.

f. System of numbering Long Form Contracts.—See Par. 12 *h*, MB Cir. No. 4, dated February 3, 1927.

g. Evidence of lowest bid.—Same provision as Par. 16 *g* herein.

18. DISTRIBUTION OF COMPLETED DOCUMENTS. The documents enumerated below will be distributed as indicated:

a. To the Assistant Secretary of War, Room 2044, Munitions Building, Washington, D. C.

(1) *At time of issue.*—One copy of INVITATION FOR BIDS (Standard Forms Nos. 30 or 33), accompanied by FORM OF BID, (Standard Forms Nos. 31 or 33). A copy of newspaper ADVERTISEMENT will be attached to the cases where requirements were so advertised. When the estimated cost of the supplies or services included in an advertisement for proposals is $10,000.00 or over, the following information will be entered on a slip of paper and securely fastened to the copy furnishd the Office of The Assistant Secretary of War:

Office issuing the advertisement;
Serial number of the advertisement;
Date of issue;
Estimated cost of supplies or services.

The estimated cost will not be entered on the face of the advertisement.

(2) *When award is approved.*—One copy of ABSTRACT OF BIDS.

b. To U. S. Government Advertiser, 511 Eleventh Street, N. W. Washington, D. C.—One copy of INVITATION FOR BIDS with schedule of supplies on Bid Form attached thereto (See Par. 10).

c. To General Accounting Office, Washington, D. C.

(1) *Long Form Contract.*—One number of each executed Long Form Contract complete with attached papers as provided in Par. 15 d, (1), MB Cir. No. 4, dated Feb-3, 1927.

(2) *Short Form Contract.*—One copy of each Short Form Contract, together with ABSTRACT OF AGREEMENT and ABSTRACT OF BIDS, will, when numbered as provided in Par. 16 *f*, be mailed direct to the General Accounting Office in the manner provided for Long Form Contracts in (1) above. Short Form Contracts not numbered as provided in Par. 16 *f* will be attached to the vouchers to which they pertain. ABSTRACT OF BIDS may be omitted when the award is made to the lowest bidder as to price and certificate to that effect is furnished by the Contracting Officer for file with contract or voucher on which payment is made.

d. To Contractor.

(1) *Contract.*—One number of the completely executed contract.

e. To Returns Office, Intertior Department, Washington D. C.—One copy of each Long Form Contract will be prepared and forwarded to Returns Office, Department of the Interior, as provided in Par. 15 *c*, MB Cir. No. 4, dated February 3, 1927.

f. United States Property and Disbursing Officer.—One complete set of all documents will be retained by the United States Property and Disbursing Officer.

19. INSTRUCTIONS ON FORMS HAVE THE FORCE OF REGULATIONS.—Notes and Instructions on blank forms prescribed for use in connection herewith have the same weight as regulations and must be complied with in the same manner and to the same extent as if written in these regulations.

20. EFFECTIVE DATE OF THIS CIRCULAR. The provisions of this Circular superseding Militia Bureau Circular 15, 1927, become effective on September 1, 1927, after which date the Standard Forms herein provided for will be used in making all purchases of supplies and services for the National Guard, in lieu of these heretofore prescribed. (160 Gen. 8).

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

H. J. FARNER,
Captain, Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

August 12, 1927.

CIRCULAR NO. 26
A-14

CHANGES TO EQUIPMENT TABLES

1. In view of the expense and labor involved the issue of stamped identification tags and tape to individual members of the National Guard in peace time is believed to be unwarranted. Identification tags will be kept in organization storerooms, unmarked, until the organization is called into Federal service or is placed on active duty in State service where the use of identification tags is considered necessary by the State authorities.

2. National Guard Equipment Tables, revised, are amended as follows:

a. On Table 2, item 27, change *Q* to *E* in column 2, and change *Q* to *O* for item 30.

b. On Table 8, items 167 & 168, change *Q* to *S* in column 2.

c. On Table 73 include the item *M—Physical Examination Set No. 1, (Flight Surgeon's equipment)*—1 per Flight Surgeon.

d. On Table 422, item 107, change *Q* to *S* in column 2.

e. On Table 423-A include the items

M—Wallet, Veterinary—1 per man of Veterinary service

M—Wallet, Veterinary officer's—1 per Veterinary officer.

f. On Table 437, item 208, change *Q* to *O* in columu 2.

g. On Table 518, change *Q* to *M* in column 2 opposite items 15 and 16, and *Q* to *S* in column 2 opposite item 117.

h. *Flag Kit, type M-42*, is the type authorized for issue to Field Artillery organizations. Insert type *M 42* after item *Flag Kit* on tables 37, 38, 133, 139½, 437, 438 and 518.

i. *Field Safe* is Quartermaster property and should be classified as such on any table where it appears otherwise.

j. *Gloves, rubber, light or heavy,* are not expendable. The (x) opposite this item will be eliminated wherever it appears on any table.

By order of the Seeretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
H. J. FARNER,
Captain, Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

August 16, 1927

CIRCULAR NO. 27
A-15

COURSES AT SERVICE SCHOOLS FOR NATIONAL GUARD RESERVE

Par. 6. Militia Bureau Circular No. 17 A-11, May 11, 1927, is rescinded and the following substituted therefor:

6. Application will be submitted as prescribed in paragraph 52 *a* (4), NGR 45. Before forwarding the application to the Corps Area Commander the Adjutant General should obtain the following, entered by indorsement on such application, from the senior instructor on duty with the unit to which the applicant belongs:

(a) Opinion as to applicant's professional fitness and ability to successfully complete the course.

(b) Whether the applicant possess characteristics which might prevent his beeoming an efficient instructor upon the completion of the course.

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief Militia Bureau.

Official:
H. J. FARNER,
Captain, Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

September 12, 1927

CIRCULAR NO. 28
A-16

SECTION I AMMUNITION ALLOWANCES FOR THE CALENDAR YEAR 1928.

SECTION II CHANGES IN TR 1360-A

SECTION III CHANGES TO EQUIPMENT TABLES.

I. *Ammunition Allowances for the Calendar Year 1928.*

1. All tables of allowances of ammunition for the National Guard heretofore published by the Militia Bureau, except initial allowances, are hereby rescinded and the following allowances are substituted therefor.

2. Requisitions covering ammunition requirements for the entire calendar year (1928) should be submitted in accordance with the provisions of NGR 75-2, "Requisitioning Property."

3. *Disposition of empty metallic storage cases, brass cartridge cases, cases of 37 m/m and larger calibers, and all serviceable packing boxes for current standard calibers.*

a. Ammunition fired at a camp or post, or at local station of organization, where an Ordnance officer of the Regular Army or a representative of the Ordnance Department is on duty, all of the above materials accumulating as a result of target practice will be turned in to such officer or representative of the Ordnance Department. If there be no such officer or representative at the camp, post, or station, an itemized statement of the quantity of each class of such materials will be submitted by the organization commander or other responsible officer to the United States property and disbursing officer for such disposition as the latter may direct.

b. At the end of the target season the United States property and disbursing officer will report the quantities and location of each class of material on hand in the state, through channels, to the Corps Area Commander for instructions as to disposition.

c. The labor involved in the packing and handling of empty shells, cartridge cases, etc., should be performed by the troops, camp labor, target range caretakers, or armory employees and without expense to the Federal Government. The cost of transporting such materials to the arsenal will be borne by the Ordnance Department, who should furnish procurement authority for citation on bill of lading whenever instructions are given covering the shipment of such materials.

4. *Disposition of anti-aircraft targets and tow lines.*

Anti-aircraft targets and tow lines serviceable for further use and remaining on hand after the completion of the encampment will be turned over to the organization Supply Officer for preservation until the following year.

5. When Reserve officers who are not members of the National Guard are attached to National Guard units for training, a record will be kept of the ammunition expended by each officer. As soon as practicable a requisition will be submitted to Corps

Area Headquarters for the replacement of the ammunition actually expended by such officers, the reimbursable cost to be charged against Organized Reserve funds. The requisition should be accompanied by a report showing the names of the Reserve officers, the number of rounds expended by them, and the authority under which they were attached for training.

6. *Small Arms Ammunition.*

a. For each officer and enlisted man authorized to fire the .30 caliber rifle, 200 rounds of .30 caliber ball ammunition.

b. For each enlisted man authorized to fire the .30 caliber rifle in combat exercises prescribed in an approved unit training schedule and carried out under the provisions of Training Regulatons 145-5, an additional allowance of 20 rounds of .30 caliber ball ammunition.

c. For each officer and enlisted man authorized to fire: (1) The automatic pistol or revolver; mounted and dismounted course, 165 rounds of .45 caliber ball ammunition dismounted course only, 90 rounds of .45 caliber ball ammunition.

Note: The mounted course for Cavalry troops will be fired only when authorized by the Corps Area Commander. Such authority will be granted only to those qualified by having fired the dismounted course and by adequate preparatory training in pistol marksmanship mounted.

d. For each officer and enlisted man authorized to fire the automatic rifle, 250 rounds of .30 caliber ball ammunition.

e. For each Infantry Machine Gun Company, Cavalry Machine Gun Troop anl Light Tank Company, 20,000 rounds .30 caliber ball ammunition per organization of which not to exceed 1000 rounds per organization may be tracer ammunition.

f. If participating in exercises and maneuvers requiring the use of blank ammunition, the following allowance of .30 caliber blank ammunition is authorized; 50 rounds per rifle, 250 rounds per automatic rifle, and 1,000 rounds per machine gun.

g. For each officer and enlisted man authorized to fire the .30 caliber rifle, 100 rounds of .22 caliber gallery practice ammunition. Organizations equipped with rifles requiring .22 caliber long rifle ammunition will requisition for that type of ammunition and those not so equipped will requisition for .22 short ammunition.

Note: Requisition for small-arms ammunition will be based on the maintenance strength of the organization and will show the amount of ammunition on hand at the time the requisition is submitted. The actual amount called for in the requisition will be the difference between the amount on hand, after deducting the initial allowance and the amount authorized on the above basis. The initial allowance is 100 rounds per rifle, 500 rounds per automatic rifle, and 1,000 rounds per machine gun, of .30 caliber ball ammunition and 21 rounds per revolver or pistol of .45 caliber ball ammunition. When new ammunition is received an amount equal to the initial allowance should be retained and the old initial allowance should be expended at the first opportunity for target practice.

7. *37mm Gun Ammunition.*

a. 200 rounds of 37mm low explosive shell per howitzer company and tank company for general and combat firing.

b. An additional allowance of 10 rounds of 37mm low explosive shell for each man who becomes eligible, under the provisions

of Training Regulations 150-40, to participate in the field firing of the expert test.

c. 100 rounds blank ammunition per howitzer company and tank company.

d. 500 rounds of .22 caliber short ammunition for .22 caliber sub-caliber tubes for 37 mm gun per howitzer company and tank company.

8. *3-inch Trench Mortars.*

a. 200 rounds of 3-inch Trench Mortar practice ammunition per howitzer company for general and combat firing.

b. An additional allowance of 15 rounds of 3-inch Trench Mortar practice ammunition for each man who becomes eligible, under the provisions of Training Regulations 150-40, to participate in the field firing of the expert test.

9. *Field Artillery Ammunition.*

a. *75mm Batteries.*
250 rounds shrapnel, fixed MK. I, fuzed.
50 rounds shell, fixed, H. E. MK. I.
50 fuzes, p. d., short delay, Mark V.
100 rounds blank ammunition, less cases.

b. *155mm Howitzer Batteries.*
50 rounds shell, H. E. Mark I.
150 rounds shrapnel, Mark I, fuzed.
50 fuzes, p. d., short delay, Mark IV.
250 primers, percussion, 21 grain MK II A.
200 propelling charges.

c. *155mm Gun Batteries.*
50 rounds shell, H. E. Mark III.
100 rounds shrapnel, Mark I, fuzed.
50 fuzes, p. d., short delay, Mark IV, Star.
200 primers, percussion, 21 grain MK. II.
150 propelling charges.

Note 1. Above allowances are per lettered battery.

Note 2. For each lettered battery having subcaliber tubes and suitable ranges, 4000 rounds .22 caliber spot light ammunition.

Note 3. For each battery equipped with anti-aircraft machine guns, 4000 rounds .30 caliber machine gun ball ammunition, of which 300 rounds may be tracer.

10. *Coast Artillery Ammunition.*

Note: Funds for Coast Artillery ammunition are apportioned by the Militia Bureau in accordance with the "Training Assignments of Coast Artillery National Guard Organizations" furnished the Militia Bureau by Corps Area Commanders. In order not to incur a deficit in ammunition funds, Corps Area Commanders should not authorize any substitution of calibers to be fired without prior authority from the Militia Bureau.

a. *Fixed Batteries* (Allowances per lettered battery).

Caliber	*Target Practice*	*Subcaliber*
6 inch guns	16 rounds	100 rounds
8, 10 & 12 inch guns	8 rounds	100 rounds
14 inch guns	6 rounds	100 rounds
12 inch mortars	8 rounds	60 rounds

Note 1. Allowances of all ammunition not fixed include propelling charges.

Note 2. Each lettered battery is also allowed 150 drill primers and 50 electric primers.

b. 155mm Gun Batteries.
40 rounds H. E. Shell, sand loaded.
40 propelling charges.
100 primers, percussion, 21-grain MK II.

Note 1. Above allowances are per lettered battery.
Note 2. For each battery equipped with anti-aircraft machine guns 4,000 rounds .30 caliber machine gun ball ammunition, of which 800 rounds may be tracer.

c. Anti-aircraft Batteries (Allowances per lettered battery).
(1) *Gun Batteries.*
200 rounds 75mm (3-inch for N. H., Pa. and D. C.), shrapnel, fuzed.

(2) *Machine Gun Batteries.*
40,000 rounds .30 caliber machine gun ball ammunition of which 8,000 rounds may be tracer.

Note 1. Allowances of sleeve targets, tow lines, balloons and hydrogen gas are now published in National Guard Tables of Allowances (T. A. 14 N. G.). Requisitions for sleeve targets and tow lines (Project 45) and balloons and hydrogen gas (Project 43) should be submitted to Corps Area Headquarters in ample time before beginning of encampment.
Note 2. The supply of gasoline, oil, repairs to towing airplane and expenses of pilot will be covered in letter of instructions to be issued concerning conduct of field training camps.

11. *Air Corps Ammunition* (Allowances per Observation Squadron).

15,000 rounds .30 caliber machine gun ball ammunition of which 1000 rounds may be tracer ammunition.
120 bombs, 50 lb. practice (Surplus obsolete 50 lb. loaded bombs, if available, may be substituted).

II. *Changes in TR 1360-A.*—Pending the publication of changes in TR 1360-A (Ammunition—Preparation and Use of blank Ammunition for Cannon), October 20, 1926, the following changes in those regulations are published for the information and guidance of all concerned:

1. *Blank ammunition.*
* * * * * * * *

c. Firing of.—(1) *General.*—Before any firing the officer in charge of firing will assure himself that the blank ammunition to be used has been properly prepared in accordance with these regulations by inspection of each round of the initials of the officer who loaded the ammunition. He will also make a careful examination of all the assembled rounds to see that the felt wads have not become displaced nor the cartridge cases dented or deformed by careless handling. In addition each round, immediately before being inserted in the gun, will be carefully examined by the appropriate member of the gun crew to insure that the wad has not become displaced due to any transportation or handling since the inspection prescribed above. In the case of tanks where the saluting ammunition is carried base end up, special precautions will be taken to insure that any black powder, either loose or in the charge bag, which may drop out due to a loose wad is immediately removed from the tank to prevent ignition either by a flare back or by friction. If the cartridge

cases have been properly resized and are clean, no difficulty should be experienced in inserting them into the chamber if the latter is clean. The continued insertion of cartridge cases that are not clean causes an accumulation in the chamber which may make the insertion of subsequent rounds difficult or imposiible.

III. *Changes to Equipment Tables.*

1. National Guard Equipment Tables are amended as follows:

a. Operator's set, type EE-64 is obsolete. Strike out this item on tables 8, 22, 24, 27, 408, 422, 424 and 430-A.

b. On tables 22 and 24 strike out radio set, type SCR-105 and include S-Radio set, type SCR-79A,—1 per communications platoon (When available).

c. On table 27, item 187, change column 6 to read: 1 per separate battalion.

d. On table 56, item 125, change Q to O in column 2.

e. On table 71-A include M-Physical Examination Set No. 1 (Flight Surgeon's equipment)—1 per Flight Surgeon.

f. Paragraph 2-c of MB Cir. 26 A-14, 1927, is rescinded.

g. On table 98 include Q-Cover, horse—1 per draft animal when necessary.

h. On table 120, following Explanatory Note 8, insert the date *July 20, 1927*, after the word "Approved."

By order of the Secretary of War:

CREED C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

H. J. FARNER,
Captain, Infantry, M. B.,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

CIRCULAR NO. 29

September 19, 1927.

ARMY CORRESPONDENCE COURSES, 1927-1928

1. Attention is invited to the Announcement of Army Correspondence Courses, 1927-1928, published by the War Department July 1, 1927. With reference to enrollment in these courses, it should be noted (par. 8 (b), page 3) that upon presentation of satisfactory evidence of proficiency in the subject matter of any subcourse the Corps Area Commander is authorized to enroll a student in the next higher subcourse up to and including the

advanced course. This provision enables qualified National Guard personnel to pursue the phase of training desired without prior actual completion of all other correspondence courses listed in advance thereof. In the absence of other records to the contrary, Corps Area Commanders should accept the recommendation of instructors as to the proper courses or subcourses to be pursued by National Guard personnel under their supervision.

2. In an effort to extend the advantages of enrollment in correspondence courses to all grades of National Guard personnel, sufficient funds have been allotted for this purpose during the current fiscal year to permit the enrollment of enlisted men, upon recommendation of organizatiou Commanders.

3. The Militia Bureau has made arrangements to furnish, through Corps Area Commanders and at the expense of Militia Bureau appropriations, lesson sheets for use by students in the army correspondence courses enrolled from among the personnel of the National Guard. No publications, maps, or other material except the lesson sheets can be provided at the expense of Militia Bureau appropriations. If the State Military authorities desire to furnish publications, maps, or other material for the purpose stated above, arrangements must be made by the State concerned to defray the cost thereof from other than Militia Bureau funds.

4. Instructors will make every effort to impress the National Guard commissioned personnel under their supervision with the advantages to be gained from pursuing correspondence courses in addition to the regular performance of their National Guard duties, especialy as a means to fit them for examination for promotion. It is suggested that where sufficient interest cannot be aroused in correspondence courses as such, the lessons thereof may be found to be of considerable value as lesson topics for armory schools.

5. Correspondence Courses are especially valuable for officers contemplating attendance at Service Schools, and their standing at such schools will be materially increased by such previous preparation. Completion of subcourses 1, 2, 3 and 4 of Command aud General Staff Course is required as a prerequisite to attendance at the Command and General Staff School at Fort Leavenworth, Kansas.

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

OFFICIAL:

A. W. BRADBURY,
Lt. Col., Inf., M. B.,
Assistant

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

CIRCULAR NO. 30
B

September 22, 1927.

ATTENDANCE OF NATIONAL GUARD OFFICERS AT THE COMMAND AND GENERAL STAFF SCHOOL

1. The next course at the Command and General Staff School at Ft. Leavenworth for National Guard officers will begin March 12, 1928 and end June 12, 1928.

2. Eighteen National Guard officers will be detailed to this course, as equally distributed among the various States as applications from qualified officers will permit.

3. The following qualifications for detail to the course are desirable and, where other considerations do not preclude, will govern:

a. Must be assigned to a tactical division in capacity of:

Division Commander
Brigade Commander
Chief of Staff
G-3
G-4

b. Should be between 40 and 48 years of age (not applicable to General officers).

c. Must have completed sub-courses 1, 2, 3 and 4 of Correspondence Course, Command and General Staff.

4. It is the desire of the Militia Bureau to detail one officer from each Division (Infantry and Cavalry), the staff of which has been organized and is functioning. To this end State Adjutants General should give prompt information to those concerned that those who desire the detail, but have not yet completed the required sub-courses, may have the necessary time to accomplish it.

5. Not later than January 15, 1928, all applications of eligibles to take the course should be forwarded by State Adjutants General to Corps Area Commanders. Applications must show affirmatively possession of the necessary qualifications, and any others that would enhance the benefit to the Division of the training of the particular officer. Where the Division pertains to one State the Division Commander's action should be shown before forwarding.

6. It is hoped to have at least two applications for the course from each Division, indicated as principal and alternate (by the Adjutant General where more than one officer of a Division, from the same State, is selected) that prompt action may be taken in the event that an officer who has been detailed is later prevented from attending.

7. Corps Area Commanders are requested to forward all applications to the Militia Bureau not later than January 30, 1928, with their recommendations thereon. Where the Division pertains to two or more States the Corps Area Commander should secure from the Division Commander an expression of opinion as to the suitability of the applicants, and indicate them as principal and alternate.

8. For the information of all concerned sub-courses 1 (brief review of Military organization, methods of map problem solution, map reading, field fortification and tactics and technique of the separate arms) and 2 (tactical principles: methods of arrival thereat and of imparting same to troops by means of combat orders) of Course D., are short courses that can be completed in four weeks (one night per week). Some Division Staffs have taken these and other sub-courses more advanced in their weekly conferences, with excellent results. Sub-course 3 is "Tactical Principles" (continuation and enlargement on Sub-course 2), and Sub-course 4 is "Command, Staff and Logistics." The texts for all four of these sub-courses may be secured upon application to Corps Area Headquarters to be enrolled for the courses.

9. The course at the C. & G. S. School is primarily a command course and applicable particularly to the Division. Recognizing the difficulty of giving Division Commanders the course, through inability to attend in most cases, as well as the high cost, it is deemed essential that certain of the Division Staff officers have the training so that the Division Commander will have its results available.

10. It is the policy of the Militia Bureau to extend eligibility to this course to regimental commanders qualifying in other respects, as in Paragraph 3 above, as soon as the Headquarters of Divisions and Brigades have several graduates. Instead of the first four sub-courses of Course D, Correspondence Course, qualification in the advanced course of their branch of service will be accepted. However, the officer who has also taken the D Course (combined arms) will be better qualified to do himself and the National Guard credit at the school than one who has not.

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

H. J. FARNER,
Captain, Inf., M. B.,
Assistant.

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5. The following communications received from Headquarters Third Corps Area are published for information and guidance of all concerned:

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland

August 10, 1927.

Subject: Policy re Sale of obsolete Arms and Accessories to Schools and to Fraternal and Religious Organizations.

To: The Adjutant General of all States, and all Patriotic Educational Institutions in Third Corps Area.

1. The following letter from the War Department, dated July 15, 1927, is quoted for the information and guidance of all concerned:

"(a) Any patriotic educational institution including military drill in its curriculum, to which no officer of the Regular Army has been detailed as professor of Military Science & Tactics, may, upon the recommendation of the Adjutant General of the State, Territory, District or Possession in which the school is located, and approval of the Corps Area or similar territorial commander, purchase obsolete small arms and accessories under the provisions of the Act of May 28, 1908 (35 Stat. 443). Similar institutions having an officer of the Regular Army detailed as professor of Military Science and Tactics may so purchase upon approval of the Corps Area or similar territorial commander. All sales will be made at standard list price plus cost of packing, haudling and transportation and uo resale of the arms may be made without the same approval that governs the original sale.

(b) Patriotic fraternal or religious organizations having uuiform drill teams or patriotic organized bodies formed for other purposes not in conflict with the principles of government under the Constitution of the United States, which inculcate the rudiments of military training as part of their rituals, may, upon approval of the Chief of Ordnance, purchase obsolete military small arms and accessories under the provisions of the Act of May 28, 1908 (35 Stat. 443) provided, that such small arms are rendered unfit for firiug. Sales will be made at standard list price plus the cost of packing and haudling, and without expense to the United States for transportation."

For the Commanding General:

T. M. SPAULDING,
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
COO NO. 123

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland

August 10, 1927.

Subject: Report of Ammunition Expenditures.

To: Commanding Officers, all posts, camps and stations, USP&DO's of National Guard, and Professors of Military Science & Tactics, ROTC Units, within the Third Corps Area.

1. This headquarters has been requested to compile and furnish to the War Department certain information relative to the expenditures of ammunition by the Regular Army, National Guard, ROTC and CMTC, in connection with the present target practice year. This information is to be incorporated into a report showing the amount of ammunition *actually expended* by units during the present target year. It will therefore be necessary for all Commanding Officers (including those at exempted stations), USP&DO's, and Professors of Military Science & Tactics on duty

with ROTC Units, to determine from the records of their offices the data required to compile the report called for. These officers will, therefore, prepare reports pertaining to their stations as of November 30, 1927, and mail them in time to reach this headquarters not later than December 15, 1927. The number of rounds of ammunition condemned during the year on account of deterioration will be included in these reports as a separate item.

2. The report will embody the following:

(a) *REGULAR ARMY:*—Total quantity of each caliber of ammunition, by type and kind, *actually expended* up to November 30, 1927, and the additional quantity it is anticipated will be expended by December 31st, for target practice and other authorized firings. Caliber .30 ammunition will be sub-divided into that expended in rifles, automatic rifles, and machine guns, and the branch by which expended.

(b) *TRAINING CAMPS:*—Commanding Officers of *all* Regular Army stations will compile separate reports covering the total quantity of each caliber of ammunition, by type and kind, *actually expended* at his station by the National Guard, ROTC students, CMTC, and Organized Reserves up to November 30, 1927, and the additional quantity which is anticipated will be expended during the remainder of the target year for target practice and other authorized firings. Caliber .30 ammunition will be sub-divided by weapon, as outlined in (a) above, *except in the case of the National Guard.*

(c) *NATIONAL GUARD:*—Total quantity of each caliber of ammunition by type and kind, *actually expended* by National Guard troops up to November 30, 1927, and the additional quantity which is anticipated will be expended during the remainder of the target year for target practice and other authorized firings. This report will *NOT* include ammunition expended by the National Guard at Regular Army Stations, as such expenditures are reported by Commanding Officers under the provisions of sub-paragraph (b) above.

(d) *ROTC INSTITUTIONS:*—Total quantity of each caliber of ammunition, by type and kind, expended by the ROTC for target practice and other authorized firings at institutions during the academic year. Caliber .30 ammunition will be sub-divided by weapon, as outlined in (a) above.

(e) *RIFLE CLUBS:*—Accountable officers will report the total ammunition, by type and kind, expended for promotion of rifle practice by civilian rifle clubs under authority of Army Regulations 850-100, March 26, 1924.

3. Circular Letter COO No. 76, dated August 19, 1925, and Circular Letter COO No. 105, dated November 8, 1926, this headquarters, are hereby rescinded.

By command of Major General MacARTHUR:

T. M. SPAULDING,
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
COO NO. 124

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland

September 20, 1927.

Subject: Revolvers, Caliber .38.

To: Commanding Officers, all posts, camps and stations, USP&-DO's of National Guard, and PMS&T'S of R. O. T. C. Units in the Third Corps Area.

1. The following letter, Office Chief of Ordnance, O. O. 474.6/4799, COO 474.6/186, dated September 17, 1927, is quoted for your information and compliance:

"Reference is made to Circular No. 101, W. D. 1921, relative to the issue of Revolvers, Colt, caliber .38, any model, to the Cavalry for training horses, also Circular No. 55, W. D., 1924, which rescinds this allowance.

It is desired that this office be informed as early as possible as to the number of revolvers, caliber .38, that are still in use in your Corps Area for the purpose as indicated in Circular No. 101, W. D. 1921.

Information is also desired as to whether or not there are additional Revolvers, caliber .38, in the possession of troops or at post storage that could be used for the purpose indicated."

2. The information desired by paragraphs 2 and 3 above quoted letter should be immediately submitted to this headquarters.

3. Acknowledgment of receipt of this letter is requested.

By command of Major General MacARTHUR:

T. M. SPAULDING,
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
NO. 126

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland

September 20, 1927.

Subject: Limiting Issues of Cal. .22 Long Rifle Ball Cartridges.

To: Commanding Officers, all posts, camps and stations, USP&-DO's of National Guard and PMS&T'S of R. O. T. C. Units in the Third Corps Area.

1. The following letter, Office Chief of Ordnance (00 471.49/1267, COO 471.4/400) dated Sept. 14, 1927, is quoted for your information and compliance:

"Due to the greatly increased demands for cartridges, ball, cal. .22, long rifle, for use in the M1922 MI rifle, as authorized by War Dept. Circular No. 21 (1927), the available supply of this ammunition at all Ordnance issuing depots is rapidly becoming depleted.

In order to avoid this shortage it is directed that all requisitions submitted to issuing depots for supply of cal. .22 long rifle ammunition be cut down to a *three months supply*. It is understood that delivery of the new supply of cal. .22 ammunition now being purchased for distribution to the various issuing depots will be completed within the next 60 days and some depots will probably receive their new stocks in less time.

This office will promptly advise all Corps Areas as soon as the stocks are replenished at the designated issuing depots and curtailment of issues will no longer be required."

By command of Major General MacARTHUR:

THOMAS M. SPAULDING,
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
NO. 127

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

September 20, 1927.

Subject: Gallery Practice Rifle, Caliber .22, M1903.

To: Commanding Officers, all posts, camps and stations, USP&DO's of National Guard, and PMS&T's of R.O.T.C. Units in the 3rd Corps Area.

1. The Gallery Practice Rifle, Cal. .22, M1903, having been declared obsolete by authority contained in file AG 470 (1-17-25) Misc., and having been substituted by the U. S. Rifle, Cal. .22, M1922, will be disposed of as follows:

All components will be scrapped in accordance with existing regulations and under no condition will be used in the repair of the Rifle, Cal. .30, M1903. As these parts are unsafe for use in the higher caliber weapon, they should be mutilated to such an extent that they can not be used for replacement purposes.

By command of Major General MacARTHUR:

THOMAS M. SPAULDING,
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
No. 128.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

September 21, 1927.

Subject: Withdrawal of Suspension and Issue and Use of Wing Tip Flare, Mk. II.

To: Commanding Officers, all Camps, Posts and Stations USP&DO's for National Guard and PMS&T. of ROTC Units within the Third Corps Area.

1. The following letter dated September 9, 1927, from the office of the Chief of Ordnance, file 00 475.716/615, 3-C00 475.8/15, is quoted for your information and compliance:

"Circular letter from this office dated June 17, 1926, 00 400.356/324 Misc., subject "Suspension of Issue and Use of Wing Tip Flare, Mk. II", is herchy withdrawn in view of the fact that this type flare is approved as standard for manufacture and issue to Air Corps organizations by 4th Ind., AG 471.6 (8-1-27) Misc. Div. (D), O. O. 475.716/593. The necessary modification of flare brackets is being made by the Air Corps to insure safety in the use of these flares.

Any requisitions received from Air Corps organizations can be filled from availahle stocks in accordance with existing allowances.

The Flare, Wing Tip, Mk. I, white, is transferred from standard to ohsolete by authority of the ahove mentioned file. Special authority is given by the Adjutant General to continue the use of this type of Wing Tip Flare until Air Corps organizations are issued the Mk. II type, but no more issues of the Mk. I type will he made hy the Ordnance Department."

By command of Major General MacARTHUR:

THOMAS M. SPAULDING,
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
No. 129.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

September 22, 1927.

Subject: Elimination of Small Lots of Ammunition.

To: Commanding Officers, all Camps, Posts, and Stations, Ordnance Property Officers, USP&DO's for National Guard and PMS&T of ROTC Units within the Third Corps Area.

1. The following letter dated September 20, 1927, from the office of the Chief of Ordnance, file OO 471/5357, 3-COO 471.3-/494, is quoted for compliance:

"There is now in existence a large number of small lots of ammunition of all types, both in depots and in the hands of troops. The continued storage of these small lots is a cause of inconvenience and unnecessary cost in storage, accounting, and surveillance.

Every depot and other Ordnance establishments charged with the issue of ammunition will make special efforts to remedy this condition by giving priority of issue to small lots. The objective of reducing the number of lots in service will, however, not be reached solely by the issue of small lots from depots. Consideration must be given to ammunition in the hands of troops. In making issues it will be borne in mind that it is desirable to keep to a minimum the number of lots at each station. The small lots of ammunition should generally be issued to stations having small expenditures. When small lots are exhausted it may be desirable to reserve a lot for issue to a certain station, filling all requisitions from this station for this particular lot. Also a lot might be reserved for issue to several stations having small expenditures. This should help to reduce the number of different lots at stations by eliminating tag ends left over at the close of the target practice season.

Corps Area and Department Ordnance Officers will take steps to eliminate small lots in the hands of troops. This should be accomplished by paying particular attention to this condition when inspections are being made, and by the issuing of special instructions when necessary. In some cases transfers of ammunition from an inactive post to one more active may be necessary. Corps Area and Department Ordnance Officers will take the necessary steps to have these transfers made.

Corps Area Ordnance Officers and depots will give consideration to increasing the quantity called for on requisitions so that tag ends of lots will not be left over in a depot, but will be applied on requisitions. This can probably be best taken care of by the depot requesting the Corps Area Ordnance Officer to increase the amount called for on the requisition when this is advisable.

Ordnance Officers at exempted stations will endeavor to reduce the number of lots of ammunition at their stations by giving priority of issue to the small lots."

2. The instruction contained herein will be strictly complied with.

By command of Major General MacARTHUR:

THOMAS M. SPAULDING.
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
No. 130.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

September 23, 1927.

Subject: Defective Ammunition Components.

To: Commanding Officers, all Camps, posts and Stations, USP&DO's for National Guard and PMS&T of ROTC Units within the Third Corps Area.

1. The following letter dated September 16, 1927, from the office of the Chief of Ordnance, file OO 471.8/470, 3-COO 471.3/493, is quoted for your information and compliance:

"In the stocks of components of ammunition there are occasionally found some, that either thru improper manufacture or due to deterioration after manufacture, are unsuitable for assembly. For instance a very large number of felt wads for 37 m/m blank charges were recently assembled into rounds. It developed later that many of these wads were not of proper size. Many thousands of rounds must therefore be unloaded, as the loose wads constitute a very possible source of danger.

Another instance is reported of defective primers assembled in blank charges. It was found after assembly that the primers used were badly deteriorated, requiring replacement of all those assembled from a certain lot.

To avoid such conditions, with their loss of money, labor, and possibility of being a source of accident, all depots will exercise the greatest possible care in the issue of components for assembly purposes. A reasonable number of components will be examined to see if they comply with drawings. In shipments directed by the Chief of Ordnance, the lot number of explosive components will normally be indicated.

At the time of assembly, components should be carefully examined to see that they comply with drawings. Where facilities permit, such elements as primers might well be tested by firing to determine whether they are in serviceable condition. Where such facilities are not available, and there is doubt as to the servicablity of components, instructions should be requested of the Chief of Ordnance."

By command of Major General MacARTHUR:

THOMAS M. SPAULDING,
Major, Adjutant General's Dept.,
Acting Adjutant General.

CIRCULAR LETTER
No. 131.

HEADQUARTERS THIRD CORPS AREA
UNITED STATES ARMY
Baltimore, Maryland.

September 28, 1927.

Subject: Ammunition which Deteriorates in Storage or Malfunctions during Firing.

To: Commanding Officers, all Camps, Posts and Stations, Ordnance Property Officers, USP&DO's for National Guard and PMS&T of ROTC Units within the Third Corps Area.

1. The following letter dated September 23, 1927, from the office of the Chief of Ordnance, file OO 471/5424, 3-COO 471.3-/495, is quoted for your information and compliance.

"Most of the ammunition which is being issued to troops for yearly target practice was manufactured in 1917 and 1918, and is now approximately ten years old. Some of this ammunition is beginning to show signs of deterioration, and while every effort is being made by means of surveillance tests, inspections and War Reserving Firing Tests, to check periodically the condition of all lots of ammunition, defective ammunition and malfunctioning of ammunition are encountered in service. Where such deterioration or malfunctioning has resulted in injury to personnel or material damage to property, reports have been made to the Ordnance Office and the necessary corrective action has been taken. However, reports of malfunctioning and other defect which do not usually result in any serious damage to property or injury to personnel are not always reported even though they may cause interference with the training of troops. The Chief of Coast Artillery recently sent to the Ordnance Office a summary of various ammunition defects such as primer failures, erratic action of powders, etc., which had given trouble and caused delays during target practice. Target Practice reports sent in by the Field Artillery also refer at times to an excessive number of low orders or duds or other malfunctioning.

In order that such defects and malfunctionings may be eliminated or minimized to the greatest possible extent, it is necessary that all malfunctionings of ammunition and deteriorated ammunition be reported to the Ordnance Office, and in the next revision of Army Regulations 775-10-15-20, it is proposed to incorporate therein a requirement that ammunition which has deteriorated or is otherwise defective, and ammunition which malfunctions during firing be reported to the local Ordnance Officer, who will investigate the matter, take all possible steps to correct the difficulty, and render a report of the same to the Ordnance Office through the Corps or Dept. Ordnance Officer.

Corps and Dept. Ordnance Officers or their assistants should be present during target practice, if possible, and should carefully check all reports of deteriorated ammunition which malfunctions during firing, making such investigation and taking such corrective action as may be necessary. Target Practice reports, as they pass through the Corps or Dept. Ordnance Office should be checked for adverse comments on ammunition.

Corps or Dept. Ordnance Officer and their assistants should also carefully check the stocks of ammunition on hand during the annual inspection, and endeavor by careful ex-

amination and tests, which can be readily made, to eliminate ammunition which may cause delays or trouble during target practice. For example:

(a) Electric primers which are apparently causing trouble can be checked for continuity of circuit, and primers can be inserted in firing mechanisms to see if they fit properly or if the primer seat is worn and liable to cause primers to rupture during firing.

(b) Powder charges can be checked to see if they have been properly stored and are free from dampness or moisture, and in doubtful cases or where the powder is quite old, samples should be taken and sent to the nearest Ordnance Depot for surveillence test.

(c) Ammunition normally issued in sealed containers should be checked to see that the containers have not been opened and the material therein exposed to dampness and moisture. Occasionally only a part of a box of primers will be used and the remaining primers will be put back in storage without re-sealing the container. Such containers can be readily re-sealed with a piece of friction tape and given a coat of shellac.

(d) Separate loading projectiles should be checked to see that they are properly segregated by type, kind of band, etc.

(e) A check should be made to see that A. R. 775-15, par. 10 regarding the use of the oldest lots of powder on hand are being complied with, and should there be an accumulation of charges for a particular zone which are not used in Target Practice, and which are not required, this fact should be reported.

(f) A check should be made of small lots or tag ends of lots and effort should be made to have these used during Target Practice in order that accounting and surveillance work may be reduced.

5. It is the opinion of the Ordnance Office that if a careful study of ammunition defects and the malfunctioning of ammunition during firing is made, and the conditions under which ammunition is stored are carefully checked, that many of the defects which troops now complain of can be eliminated or greatly reduced.

By command of Major General MacARTHUR:

T. M. SPAULDING,
Major, Adjutant General's Dept.,
Assistant Adjutant Genl.

CIRCULAR LETTER
No. 132.

6. The following letters issued by the United States Property and Disbursing Officer are published as a matter of record and files:

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
Harrisburg, Penna.

August 15, 1927.

Subject: Grades of Small Arms Ammunition—Unserviceable

To: All Organization Commanders, Pennsylvania National Guard:

1. For the information and guidance of all concerned, there is quoted below letter from the 3rd Corps Area Ordnance Officer, dated July 27th, 1927, under file COO 471.4/390.

"1. The following lots of Small Arms Ammunition reported as being under your control, and not listed in Ordnance Field Service Bulletin No. 3, Section V, dated June 1, 1927, are graded as follows:

Cartridges, Ball. Cal. 30, Model 1906

Remington Arms U.M.C.Co.

Lot Number	
112	Ungraded
304	2-M
1007	3
1158	2-M
1260	ungraded
1320	ungraded
1374	ungraded
1375	ungraded
1442	ungraded

Frankford Arsenal

Lot Number	
115	MG
290	3
323	2-M
H-3	2-R
H-5	2-M
R-31	MG
R-290	2-M
R-297	2-R
R-302	2-M
R-311	MG
R-312	2-M
R-313	ungraded

Winchester Repeating Arms Co.

Lot Number	
461	2-M

United States Cartridge Co.

Lot Number	
414	2-M
951	2-R

Cartridges Ball. Cal. .45 Model 1911

United States Cartridge Co.

Lot Number	
36	3
56	2
420	2
560	2
684	2

Remington Arms U.M.C.Co.

Lot Number	
54	1
76	2
116	1
268	2

2 Authority is hereby granted to issue and use during the calendar year 1927 caliber .30, ball. lot of Grades 2-M and MG listed above."

2. In later communications from the Corps Area Ordnance Officer, this office is requested that, "Organizations which are in possession of the lots of ammunition listed in basic letter be noti-

fied of the proper grade and that the expenditure of this ammunition will be prescribed in paragraphs 25 and 26, Section 111, Army Regulation 775-10."

3. Those organizations which are now in possession of the lots of ammunition noted as being grade 3, will prepare that ammunition for shipment to this arsenal advising the number of boxes containing same, together with weight of each, in order that Bill of Lading may be issued to cover transportation. Under no circumstances will ammunition of lot numbers listed as grade 3 be used as this ammunition has been found unserviceable and declared dangerous for use.

4. All Organization Commanders will be guided accordingly.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Pa.) U. S. P. & D. O.

F—13000—1

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

September 16, 1927.

Memorandum No. 5.

Subject: REPAIR OF SHOES AND RENOVATION OF OTHER INDIVIDUAL EQUIPMENT.

To: All Organization Commanders, Pennsylvania National Guard.

1. As advised in letter of this office of October 6th, 1926, the Militia Bureau has made available a limited appropriation to provide for renovation of clothing and shoes in possession of the respective organizations. By dry cleaning of clothing and the repair of shoes, a saving in the appropriation to this State for procurement of supplies, can be effected, and further reduce the per capita expense in operation of the National Guard.

2. Economy should be exercised in such reclamation, particularly so where a soldier's term of servie will expire within a comparatively short period, so that no expense is incurred where it is evident that full advantage cannot be gained from the expenditure.

3. Organization commanders should submit uniform clothing for renovation (dry cleaned and *not laundered*) and shoes for repairs, to competent merchants and will secure a certified bid to cover the contemplated work. This bid will enumerate the items, giving quantities of each article, and unit price bid. These bids on the official letterhead of the firm when secured will be forwarded to this office for approval before the work is performed. Under no circumstances will a contract be made without prior and specific authority from this office.

4. When such work has been authorized by this office and when the work has been completed, invoices should be furnished in triplicate. Billing on invoice will be in conformity with the bid furnished, and under no circumstances will exceed the quanti-

ties on which bid was made, enumerating the items showing quantities of each article and unit price, with total of account. The invoice should be certified by the vendor that "the account is just and correct and the payment therefore has not yet been received." Such invoices will be further certified by the organization commander "I certify that the services billed hereon have been received and that the work has been accomplished in satisfactory manner." Immediately upon receipt of such invoices in this office they will be entered for prompt settlement.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal.
Lt. Col. QMC (Penna.) U. S. P. & D. O.

F.—13077-1

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

September 28, 1927.

Memorandum No. 6.

Subject: Repairs and Maintenance of Organization Equipment.

To: All Organization Commanders, Pennsylvania National Guard.

1. The Militia Bureau has made available funds for the maintenance of organizational equipment to provide for the procurement of materials and labor incident to the maintenance and repair of typewriters and such other organization equipment that may be repaired locally. The repairs may be made locally by outside labor either with material procured locally or through requisition.

2. This authority, however, shall be construed as only permitting the local purchase of such materials as are not procurable on requisition but which are necessary to complete repairs.

3. This authorization also permits the procurement of services incident to painting jobs required in the preservation of organizational equipment, but only such paint as is authorized in the Equipment Tables will be furnished on requisition. Paint required in work other than that provided for in the Equipment Table may be paid for together with the services.

4. The procurement of services for such work as is contemplated to be done by caretakers of such organization who are authorized caretakers is prohibited.

5. When work or materials are required within the scope of this authority certified bids should be received to cover the work and the original bids on the official letterhead of the bidders should be submitted to this office for consideration. Bids should specify the items that are to be repaired and in the instance of request for purchase of supplies, the items for which such supplies are required. Separate certificate in triplicate on plain paper as follows will be submitted by the organization commander at the same time these bids are forwarded to this office:

Date .....

I certify that the articles listed hereon have been rendered unserviceable and unsuitable for use by fair wear and tear in the public service of this Organization and are in need of repairs and renovation for further use by this Organization.

.....
Name Rank and Organization.

The bids will be certified by the bidder and will be specific in stating the work to be done and materials to be furnished. However, arrangements for the consummation of this work will not be made prior to receipt of authority from this office. Under no circumstances will the contract be made without such prior and specific authority.

6. When such work has been authorized by this office and when the work has been completed, invoices should be obtained from the contractor and forwarded to this office in triplicate. The invoices will be specific in listing the same services and materials as were shown on the bid and under no circumstances will exceed the total amount of money as stated in the bid. The invoice should be certified by the contractor that: "the account is just and correct and the payment therefor has not yet been received". Invoices will be further certified by the organization commander: "I certify that the services billed hereon have been received and that the work has been accomplished in a satisfactory manner." Immediately upon receipt of such invoices in this office same will be entered for prompt payment.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U.S.P. & D.O.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

September 28, 1927.

Addendum

Subject: Memorandums Nos. 5 and 6.

To: All Organization Commanders, Pennsylvania National Guard.

1. With reference to memorandum No. 5 dated September 16th, subject, Repair of Shoes and Renovation of Other Individual Equipment, and memorandum No. 6, dated September 28th, subject, Repairs and Maintenance of Organization Equipment, this Office has been advised by the Militia Bureau that the major portion of funds that has been made available will lapse December 31st, 1927. It is, therefore, enjoined that all work which is contemplated and which is required prior to January 1st, be arranged for at this time and bids at once secured and forwarded to this office in order that authority may be granted for the work and invoices secured in sufficient time to permit payment of the accounts prior to December 31st, 1927.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U.S.P. & D.O.

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

October 13, 1927.

Memorandum No. 8.

Subject: Forage.

To: All Mounted Organizations, National Guard of Pennsylvania.

1. Some complaints have been received from National Guard Organizations by reason of quality of oats received on their quarterly requisitions. In many cases No. 3 oats have been received instead of No. 2 oats which has been furnished heretofore. This substitution is only due to failure of the Organization Commander to specify on his requisition the quality desired so that requsition when extracted to the War Department for supply called for oats without specification and the most economical article was furnished. In order to obviate possibility of future substitutions of this nature the Corps Area Quartermaster directs that requisition shall specify oats No. 2 and should further specify the quality of hay desired. The qualities of hay are as follows:

No. 2 Timothy
No. 2 Timothy Light Grass Mixed
No. 2 Timothy Light Clover Mixed
No. 2 Mixed Hay (60% timothy, balance clover and other grasses)
No. 2 Upland Prairie
No. 1 Grass Hay (cheat redtop and blue grass)

2. In this connection attention is invited to the fact that forage requisitions for 3d quarter covering period of January, February, and March 1928, are due in this office no later than October 20th. It is, therefore, requested that requisitions be prepared and mailed in sufficient time so as to be received in this office on that date. The following information should be embodied in requisition in order to facilitate prompt supply:

Number of horses on hand
Changes during last quarter
Maximum quantities that can be stored at one time
Frequency of deliveries during quarter
Specify Barn Door or First Floor delivery, as desired

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U.S.P. & D.O.

By order of JOHN S. FISHER,
Governor and Commander-in-Chief,

F. D. BEARY,
The Adjutant General.

Official:

.....
Adjutant.

COMMONWEALTH OF PENNSYLVANIA,
THE ADJUTANT GENERAL'S OFFICE,

Harrisburg, Pa., *December 20, 1927.*

Bulletin No. 5

1. The following communication of the War Department is published for the information and guidance of all concerned:

WAR DEPARTMENT

The Adjutant General's Office
Washington

October 4, 1927.

Subject: Promotion or Reappointment in the Officers' Reserve Corps.

To: Each Corps Area and Department Commander, and to each Chief of Branch, and the Chief, Militia Bureau.

1. The letter from this office, dated April 21, 1927, AG 008 ORC (3-25-27) Res. A, concerning qualifications for reappointment in the Officers' Reserve Corps is hereby rescinded.

2. For the purpose of providing a uniform system of credits for hours of duty performed by officers of the Officers' Reserve Corps, not members of the federally recognized National Guard, as a requisite for promotion in the Officers' Reserve Corps, or for further assignment therein upon reappointment, as prescribed in Sections III and VI, AG. 008—ORC (6-21-27) dated July 8, 1927, the following schedule of credits will govern:

	Subject	*Hours of Credit*
(a)	Correspondence school courses.	As announced in War Department orders for each subcourse upon satisfactory completion of examination.
(b)	Conference Courses. Attendance on an inactive status at classes, and the written solution of problems in connection therewith.	As prescribed by the Corps Area Commanders, the time actually spent in the conference room and in the solution of the problem to be counted; provided (1) that not to exceed 2 hours credit may be given for attendance at any one class, and not to exceed a total of 4 hours credit for attendance at classes in any one day; and (2) that the total credit for any subject or course by the conference method shall not exceed the credits allowed for the same or similar subjects covered by the Army Correspondence Courses.

(c)	Inactive duty training with Regular Army troops	Not to exceed 7 hours per day for each full day of duty. The same to be certified to by the commanding officer of the troops.
(d)	Each full day of active duty as a Reserve Officer; or as a former National Guard officer if a commission was held in the Officers' Reserve Corps during the period involved.	7 hours.
(e)	Inactive duty training with National Guard troops.	Actual hours not to exceed 7 hours per day, to be certified to by the commanding officer of the National Guard unit.
(f)	For warrant officers or enlisted men on the active list of the Regular Army.	40 hours credit for each year of the period of his current appointment in the Officers' Reserve Corps while a member of the Regular Army in which his character is excellent, to be certified to by his commanding officer.
(g)	Administrative work as a member of a court or board convened by orders of the Corps Area Commander.	As prescribed by Corps Area Commander but not to exceed 7 hours per day.
(h)	Reserve Officers acting as instructors at unit schools.	Twice the credit given to the student but not to exceed 7 hours per day.
(i)	Medical officer conducting physical examination or equivalent professional work in the preparation of military personnel for active duty training or service.	One-half hour per examination or service but not to exceed 7 hours per day.
(j)	Practical test for Certificate of Capacity when not earned in the same appointment period as the other requirements for Certificates of Capacity.	Actual hours consumed in conduct of practical test.
(k)	Air Corps Reserve officers who fly on an inactive status.	3 hours credit for each hour spent in flying. This ratio will apply in proportion to the length of time spent in flying. For example: 20 minutes spent in flying equal to one hour credit.

3. Credit may be given for work as indicated above which was done prior to January 1, 1927, where the full credit for reappointment prescribed in paragraphs 1a (3) and 2a (3), Section VI, of the revised policies of July 8, 1927, has been earned during current appointment. Where the credits are prorated under Paragraph 4, Section VI, of those policies only work done since January 1, 1927, will be considered.

4. To be given reappointment based upon a Certificate of Capacity, the certificate must be completely earned during the current appointment period, otherwise officer will receive credit for hours as provided for in paragraph 2 above. In the case of officers commissioned in the Specialist Section for the purpose of industrial procurement or officers of other sections procured for the purposes of industrial mobilization, and upon the recommendation of the chief of assignment jurisdiction to the effect that the work of the officer during his current appointment warrants the issue of a Certificate of Capacity for the grade that he holds, and upon approval of this recommendation by the office of The Assistant Secretary of War charged with industrial procurement, a Certificate of Capacity for purposes of reappointment and in the grade in which the officer is commissioned will be issued by The Adjutant General. A detailed report, to be forwarded so as to reach this office not later than three months prior to the date of expiration of current appointment, will be made by the chief of assignment jurisdiction as to the work which forms the basis for the recommendation which is made in each case.

5. As announced in letter from this office dated April 21, 1927, physical examination for reappointment of field officers, excepting those assigned to the Auxiliary Section, will be required for all such reappointments, effective on and after July 1, 1927. It is desired that reports of physical examination in all such cases be forwarded by the Corps Area Commander concerned so as to reach this office not later than sixty days prior to date of expiration of appointment and by the Department Commander concerned so as to reach this office not later than ninety days prior to expiration of appointment. The record of a satisfactory examination completed within one year prior to date of reappointment will be accepted. It is desired that action be taken to insure that these reports be submitted in the case of each Reserve officer of field grade under the administrative jurisdiction of Corps Area or Department Commanders and within the time specified. In cases where reports of physical examinations are not submitted, Corps Area Commanders will report accordingly and will make recommendation as to whether or not the service of the officers concerned should be allowed to terminate at expiration of current appointment.

6. It is desired that Corps Area and Department Commanders take such action as may be necessary to insure that report of credits as required by paragraph 3, Section VI, revised policies of July 8, 1927 is forwarded in the case of each Reserve Officer under their administrative jurisdiction and within the time limit prescribed in paragraph 9, of the revised policies. If a Reserve officer has neither Certificate of Capacity nor any credits as required for reappointment, that fact should be reported. For Reserve officers in the Branch Assignment Group the reports should be forwarded through the Chief of Branch concerned so that the latter may report additional credits, if any, or furnish the certificates provided for in paragraphs 1, a, (5) and 2, a, (5) of Section VI, of the revised policies, which certificates apply only to Reserve officers in the Branch Assignment Group.

7. The application for reappointment in the case of each warrant officer and enlisted men of the National Guard, holding an appointment in the Officers' Reserve Corps, will he forwarded through the unit commander, the Adjutant General of the State and the Chief, Militia Bureau. An applicant may be reappointed, irrespective of the requirements of the policies announced on July 8, 1927, provided the state authorities indicate their desire of such reappointment and state they desire to make use of the applicant as an officer with the federally recognized National Guard, in the event of mohilization. Applications for reappointment should he forwarded so as to reach this office 60 days prior to date of expiration of current appointment, or, for those in the Hawaiian Department, 90 days prior to expiration of current appointment.

By Order of the Secretary of War:

LUTZ WAHL,
Major General,
The Adjutant General.

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2. The following communication of the Militia Bureau is published for the information and guidance of all concerned:

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

September 28, 1927.

Subject: Issue of Motorcycles and Bicycles to the National Guard.
To: Commanding General, Third Corps Area.

1. In the next publication of Changes in National Guard Equipment Tables, the following note will be added after motorcycles and hicycles wherever these items appear in said tables:

"To he issued only when available"

2. The above action is necessary due to the exhaustion of the stock of these articles and their maintenance parts and the lack of available funds for the procurement of this equipment during the fiscal years 1928 and 1929.

3. It is requested that notification of above action be furnished State Adjutants General.

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

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3. The following communieation of the Militia Bureau has previously been circularized, but is published at this time for information and guidance of all concerned:

WAR DEPARTMENT
Miiltia Bureau
Washington

October 10, 1927.

Subject: Limitation of Armory Drills.
To: The Adjutant General of Pennsylvania,
(through the Commanding General, 3rd Corps Area).

1. There has been some misunderstanding of the provisions of Militia Bureau letters MB 240.91 of May 28, 1926, February 9, 1927, and May 5, 1927, on Limitation of Armory Drills.

2. Because of the phrasing of the letters it has been construed in some quarters that the Secretary of War through the Chief, Militia Bureau, was limiting the number of assemblies which might be *held* during a certain quarter or year. (See par. 11, NGR 45). The letters were not intended to convey such a meaning. While each organization is required to hold the minimum number of assemblies authorized from time to time by the Secretary of War, the State authorities may prescribe as many more assemblies for a unit as they desire. The Secretary of War in the letters above referred to prescribed the *maximum* number of assemblies for which Federal pay is authorized within the limits of available appropriations, which number is also the *minimum* number of assemblies which must be held. The letters while unfortunately using the phrase "the number of drills to be held," do not limit the number of assemblies which may be held by an organization.

3. However, no matter how many assemblies may have been *held*, in the preparation of pay-rolls only those assemblies for which armory drill pay is *authorized* should be entered on the pay-roll. If the number of assemblies held during a quarter exceeds the number for which Federal armory drill pay has been authorized, only the particular assemblies for which such pay is claimed may be entered upon the pay roll.

4. The responsibility for the selection of such assemblies rests with the various organization commanders and the individual members must abide by this selection, the presumption being that all members of any organization have been notified through advance publication of training schedules as to which assemblies are to be used for computation of pay. (See par. 18 NGR 45). To illustrate, assume a company has held sixteen ordered assemblies in a quarter on dates as follows:

January 2, 9, 16, 23, 31
February 6, 13, 20, 22, 28
March 4, 11, 18, 21, 26, 31.

Assume further that at each assembly the strength requirements for armory drill pay purposes have ben met; that 12 assemblies have been authorized for the quarter by the Militia Bureau; and that the organization commander has selected the 12 assemblies for entry on the pay-roll. Assuming further that he has selected the five held during January, those held ou February 6, 13, 20 and 28, and those held on March 11, 18 and 26, only those assemblies may be considered as "authorized assemblies." The officers belonging to the organization may use only these assemblies for qualifying for armory drill pay and no enlisted man may be paid for any assembly he may have attended on any date other than the dates selected.

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Note: Instructions from Finance Office, U. S. A., Supplements above letters from Militia Bureau, as follows:

"Payrolls for the second quarter fiscal year 1928 will contain a recapitulation of drills held from July 1 to December 31, 1927. In the case of those organizations holding in excess of twenty-four (24) drills, no entry will be made on the payroll for any drills in excess of the twenty-four (24).

4. The following communication of Headquarters Third Corps Area is published for the information and guidance of all concerned:

HEADQUARTERS THIRD CORPS AREA

United States Army
Baltimore, Maryland

December 3, 1927.

Subject: Special reduced price on Cartridge, ball, cal. .22, short, "old stock."

To: Commanding Officers of all Posts, Camps & Stations, USP&DO'S of National Guard, Professors of Military Science and Tactics of ROTC Units within the Third Corps Area.

1. The following letter from the office of the Chief of Ordnance, file O.O. 471.49/1351, (COO 471.4/416) dated November 25, 1927, is quoted for the information and guidance of all concerned:

"1. A special reduced sale price of $1.00 Net per M rounds has been established covering "old stock" of Cartridges, ball, cal. .22, short ammunition. All cal. .22 short ammunition now in the hands of troops or in post storage will be considered as "old stock." There is also a large quantity of this "old stock" ammunition on hand in Ordnance depot storage and request for sales may be forwarded to the designated issue depot for your Corps Area or Department if the ammunition is not on hand in post storage within your Corps Area.

2. On sales of standard case lot quantities (10,000 rds.) a handling charge of $.40 per case for one case and $.10 for each additional case on any one sale will be made to cover handling cost. On all sales of less than the standard case quantities, an additional charge of $.50 will be made to cover handling cost. All sales will be made "as is" and "here is," without any guaranty by the Ordnance Department as to the degree of serviceability of this ammunition.

3. This "old stock" ammunition is, as a rule, equally as good as new ammunition. However, a small percentage may possibly have deteriorated where it has been in the hands of troops for several years due to the hardening of the lubricant, but no other known defects exist. In view of the fact that the turn-over of this ammunition has been retarded due to the increased use of cal. .22 long rifle ammunition for small bore target firing, it is desirable to dispose of as much of this "old stock" cal. .22 short as possible before it does become unserviceable and a total loss to the Government.

4. It is requested that you give such publicity to this attractive sale price as seems advisable and encourage the sale. The use of reserve officer publications as an advertising medium is suggested.

5. All requests for sales of this ammunition sent to issue depots should clearly indicate "old stock" as all depots have also in stock cal. .22 short ammunition of new procurement which has never been in the hands of troops or in post storage and which will be sold at the standard list price of $1.88 per M rounds.

6. Standard Nomenclature List No. T-1 will be changed to indicate the net price at which this "old stock" Cartridge ball, cal. .22 short, may be sold.

By command of Major General MacARTHUR:

D. Y. BECKHAM,
Lt. Colonel, Adj. Genl's. Dept.
Assistant Adjutant General.

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5. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

WAR DEPARTMENT

Office of the Chief of the Militia Bureau
Washington

October 4, 1927.

Circular No. 31
A-18

INOCULATIONS FOR SMALL-POX AND TYPHOID.

1. As a result of the Armory Inspections, 1927, and of the reports relative to small-pox vaccinations and anti-typhoid inoculations administered to the National Guard, as reported on Form No. 11, M. B., the Militia Bureau has received several communications from Corps Area commanders and State Adjutants calling attention to the difficulty of enforcing paragraph 16, National Guard Regulations 25. One Corps Area commander has suggested that if the above-mentioned regulation cannot be enforced, it be made admonitory rather than mandatory.

2. Paragraph 16, NGR 25, reads as follows: "Every person enlisted in the National Guard, will, if there is a question as to his immunity, be vaccinated against typhoid, paratyphoid and small-pox."

The low percentage of the National Guard which is protected against small-pox, typhoid and paratyphoid has long been a source of much concern to the Militia Bureau, and on June 17, 1926, Circular No. 26 A-11 was issued. This circular stressed the necessity for immunization and was sent to all States and Territories, and during the first seven months of the present calendar year more vaccines were requisitioned than during any twelve months of the three preceding years. However, the amounts supplied during the calendar year is but one-third of the amount necessary for the immunization of the National Guard.

3. With a view to obtaining the best professional opinion, questions raised as outlined above were referred to The Surgeon General for his opinion, and likewise upon the question whether in case of a call the entire National Guard would be vaccinated immediately and given the typhoid and paratyphoid inoculations irrespective of their National Guard records of immunization. In reply to the question as to the advisibility of modifying present regulations The Surgeon General recommends "that instead of changing the regulations, every effort be made to enforce the regulations as they now stand." In reply to the second question, The Surgeon General stated—"It is not believed that it is con-

templated that the National Guard when called ino the Federal service will be required to submit to vaccination and inoculation if the individual records show that these vaccinations have been accomplished within a period of three years, and it is thought that the individual records as prepared by the National Guard should be acepted when the units are called into Federal service." With respect to the argument frequently advanced that typhoid inoculations interferred with the attendanee at duties and daily work, The Surgeon General states—"It may be stated that these inoculations could be given on Saturday and by Monday the reaction would be over in practically all cases. As a matter of fact most individuals can keep about their labors even during the 24 hours following the inoculation." If the provisions of Army Regulations and modern teachings are carried out in vaccinations against small-pox a minimum amount of disability will be the result and the opposition to vaccination apparent in some quarters will be lessened. The "multiple pressure" method of vaccination, while not yet adopted by the Army, is being given an extensive test and might be tried to advantage by the National Guard.

4. The Militia Bureau is of the opinion that no measure taken in preparation for field service is more necessary or of more importance than immunization against disease. Furthermore, the Federal Government supplies the necessary vaccines and their administration is considered an appropriate duty in the earning of armory drill pay. Taking all of these facts into consideration the Militia Bureau does not concur in the view that paragraph 16, NGR 25, should be modified in any way whatsoever at the present time, and it is desired that reports of Armory Inspeetions, as heretofore, will continue to report the percentage of the personnel of each organization which has been vaccinated and inoculated and that these data will as heretofore be considered in rating the efficiency of the organization for readiness for field service.

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry,
Assistant, MB.

Note: The USP & DO for Pennsylvania has available sufficient vaccine and paratyphoid to meet the requirements of any and all organizations of the National Guard.

Commanding Officers of regiments and separate units, and surgeons attached to such regiments and units, should make every effort to encourage inoculation and vaccination and an intensive program of education and instruction as to the value of these preventives should be started in every organization.—The Adj. Gen. of Penna.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

October 5, 1927.

Circular No. 32
A-19

STUDENTS ARMY SERVICE SCHOOLS

Officers attending Army Service Schools are furnished living quarters either in tents or buildings, for themselves only. No accommodations are available for their dependents. Their quarters

are furnished with sufficient tables, chairs, beds, mattresses and pillows but they should bring their own blankets, sheets, pillow cases, towels, etc. They should also bring bedding rolls and sufficient field equipment for short maneuver periods.

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry,
Assistant, MB.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

October 10, 1927.

Circular No. 33
A-20

NATIONAL GUARD REGULATIONS NO. 20

1. National Guard Regulations No. 20, dated November 1, 1927, on the subject of COMMISSIONED OFFICERS OF THE NATIONAL GUARD, has been published and copies have been furnished to National Guard authorities. Attention is invited to the fact that the regulation becomes effective on November 1, 1927.

2. In view of the importance of a number of changes contained in the new regulations from what was prescribed in National Guard Regulations, 1922, it is desired to invite special attention to those subjects indicated below.

3. Paragraph 23b of the new regulation states as follows:

"b. *Air Corps.*—No candidate in the Air Corps whose duty requires him to fly will be examined for recognition unless he holds a flying rating recognized by the Chief, Militia Bureau; provided, that a person under 27 years of age will be allowed to present to the board in lieu of a certificate as to flying rating, an agreement to take a four months' course in primary flying whenever the Militia Bureau provides the opportunity."

4. Sub-paragraph 23d of the new Regulation states as follows:

"d. *Waiver.*—Except on specific authority from the Chief, Militia Bureau, an examining board will not deviate from the provisions of this paragraph."

Under the provisions of the above quoted subparagraph, it will be necessary for waivers on limitations as to age to be obtained from the Chief, Militia Bureau, before an examining board may consider a candidate as qualified for the grade for which he is being examined.

5. Paragraph 24 as to citizenship states that no candidate who is not a citizen of the United States will be examined for original recognition. The former requirement on this subject, as stated in paragraph 221, National Guard Regulations, 1922, was that no candidate would be ordered before an examining board who is not a citizen of the United States or has not declared

his intention to become such. The new requirement as to citizenship corresponds to the requirement for appointment of an officer in the Officers Reserve Corps.

6. In paragraph 45*d* (2) of the new regulation, it is stated that the provisions contained therein do not authorize the establishment of a *Federal* eligible list. Authority for a *State* eligible list is contained in paragraph 45*d* (3).

Letters of eligibility will not be issued by the Chief, Militia Bureau, on and after the effective date of the new regulation, November 1, 1927, but such letters issued prior to that date will excuse the holder from examination for a period of two years from date of its issue. However, in accordance with paragraph 62 of the new regulation, if Militia Bureau Form 3a is not issued extending Federal recognition to the candidate, the State Adjutant General will be informed by the Chief, Militia Bureau, whether the candidate has passed the examination successfully, under the provisions of Section 75, National Defense Act, and if successful, as to the grade and branch for which qualified. See paragraph 55*a* (3) for further information on the subject.

7. Under Section VII, National Guard Regulations No. 20, the scope of examinations, except for General Officers of the Line, will be as set forth in Army Regulations 140-22 to 140-39, inclusive. The above mentioned regulations will take the place of the requirements on the subject now prescribed in Section VI, National Guard Regulations, 1922.

The examinations for General Officers of the Line are conducted under paragraphs 58-62 of the new regulation, which conforms to the policy announced in letter, dated May 29, 1926, from the War Department, and published in Militia Bureau Circular No. 27B, dated June 17, 1926.

8. Paragraphs 65 of the new regulation states that application for recognition of an officer will be made by the State Adjutant General to the Chief, Militia Bureau, on form provided for that purpose, accompanied by all the data, and information required for action on the request in accordance with law and regulations.

Militia Bureau Form No. 62 is the form which is provided for the purpose of making applications for recognitions, and it is urgently requested that all such applications be made on that form and not on the old M. B. Form 108. Many applications are constantly being received in the Militia Bureau on old Form 108, but it will greatly assist the administrative work of the Bureau if Form 62, only, is used.

9. Paragraph 82 of the new regulation prescribes that applications for appointment in the Officers' Reserve Corps will be submitted to The Adjutant General of the Army, through military channels, including the National Guard commanders, the State Adjutant General, the Corps Area Commander, and the Chief, Militia Bureau. It is prescribed that applications will be prepared on the blanks provided for that purpose by the Chief, Militia Bureau, and in conformity with instructions thereon.

Many applications are constantly being received in the Militia Bureau for appointments in the Officers' Reserve Corps, and in large number of cases they have not been routed through military channels, the Corps Area Commanders having been ignored. This action necessitates the return of the applications for the action of the Corps Area Commanders, thereby causing delay which could have been avoided when the applications were first submitted.

Militia Bureau Form No. 62 is the form provided by the Militia Bureau for applications for appointment in the Officers' Reserve Corps, and it is requested that the form be used for all members of the National Guard, including officers, warrant officers,

and enlisted men. It is desired that all use of A. G. O. Form 110 which was formerly used for this purpose, be discontinued, (MB. 325.11 New N. G. R.-2).

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Inf.
Assistant, M. B.

WAR DEPARTMENT

Office of the Chief of the Militia Bureau
Washington

November 14, 1927.

Circular No. 34
A-21

SECTION I MUTILATION OF ARTICLES OF CLOTHING AUTHORIZED TO BE SOLD BY I. AND I. REPORT.

SECTION II AMMUNITION ALLOWANCES FOR THE CALENDAR YEAR 1928.

SECTION III TESTIMONIALS AS TO MORAL CHARACTERS.

I. *Mutilation of Articles of Clothing Authorized to be sold by I. and I. Report.*—Section II, Militia Bureau Cir. No. 10 A-7, April 25, 1927, is amended to read as follows:

Articles of uniform clothing covered by I. and I. Reports and recommended to be sold will be so mutilated as to lose their sales value as garments or articles of the uniform before being disposed of, and a certificate of the Inspector, or other disinterested officer, should be attached to the I. and I. Report showing that he has witnessed such mutilation. This also applies to articles disposed of by survey reports. (MB 400.701 QM Gen. 3).

II. *Ammunition Allowances for the Calendar Year 1928.*—Section I, Militia Bureau Cir. No. 28 A-16, September 12, 1927, is amended by adding the following note 3 to par. 10*b*:

Note: 3. For each battery firing guns equipped with the 37-mm subcaliber tubes, 50 rounds 37-mm low explosive shell. (MB 400.345 Gen.-52).

III. *Testimonials as to Moral Character.*—Paragraph 46e, National Guard Regulations No. 20, November 1, 1927, "Testimonials as to moral character," should be interpreted to mean that the testimonials therein referred to are required to accompany first or initial applications for Federal recognition only, or applications of candidates who are not already Federally recognized officers of the National Guard. These testimonials are not required in the case of the promotion of an officer to whom Federal recognition was previously extended in his former grade; when the

latter status exists, the special efficiency report required by Paragraph 46f, National Guard Regulations No. 20, and rendered on Militia Bureau Form 67, furnishes sufficient evidence as to moral character. (MB 210, 2-Gen.-2).

By direction of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry,
Assistant.

WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washington

December 10, 1927.

Circular No. 35
A-22

PARAGRAPHS OF NATIONAL GUARD REGULATIONS STILL IN EFFECT

1. The promulgations of revised National Guard Regulations under the plan outlined in NGR No. 1 has been practically completed. However, there remain a few paragraphs of NGR 1922, which cannot be rescinded until completion of certain pamphlets now under preparation. *The list of these paragraphs, which are the only paragraphs of 1922 Regulations now in effect, is published in paragraph 2, below.*

2. Opposite each paragraph of the 1922 Regulations still in force is given the proposed disposition of the paragraph in forthcoming regulations or changes. The list is as follows:

NGR, 1922	*Proposed Disposition*
Par. 165	To be rescinded.
Par. 363	To be proposed as changes to AR 130-10.
Par. 503	To be rescinded by the publication of changes to NGR 25
Pars. 730, 731 and 731½	These will be covered by the text of NGR 74—"Contracts and Purchases."
Pars. 844, 850, 852, 853, 857, 861, 866, 898 and 899	These paragraphs will be covered by the text of NGR 75-7—"Lost, damaged and Destroyed Property."
Pars. 701, 912, 913, 985, 994 to 1000 inclusive	To be rescinded.
Pars. 1015 and 1021	These will be covered by the text of NGR 10.

3. As soon as the pamphlets or changes indicated above are received the corresponding paragraphs of 1922 Regulations should be considered as without effect. When the entire list of proposed

revised pamphlets is completed, a revision of NGR 1 will be published which will rescind in its entirety National Guard Regulations, 1922. (MB 325.11 (Revisions) 56).

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry,
Assistant, M. B.

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6. The following letters (memoranda) issued by the United States Property and Disbursing Officer are published as a matter of record and files:

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

October 24, 1927.

Memorandum No. 9.

Subject: Transfer of Animals and Motor Vehicles.

To: Commanding Officers,, Pennsylvania National Guard.

1. For the information and compliance of all concerned there is quoted below a letter of the Militia Bureau, October 17, 1927:

"1. Great difficulty has been experienced in maintaining accurate records of the number of Federally maintained animals in organizations and the number of motor vehicles assigned to organizations.

"2. Animals and motor vehicles will not be assigned to an organization, or transferred from one organization to another, without prior approval of the Militia Bureau.

"3. Beginning with the third quarter, fiscal year 1928, action will be withheld on quarterly requisitions for funds for payment of caretakers where there are differences between the number and assignment of animals and motor vehicles as shown on Form 42 and the Militia Bureau records, and reservation of funds will not be made until these differences are adjusted.

C. C. HAMMOND,
Major General,
Chief, Militia Bureau."

2. It is requested that all requests for authority to make transfer be forwarded to the Adjutant General through this office and that no transfers be consummated prior to receipt of Militia Bureau authority confirming same.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U. S. P. & D. O

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

October 28, 1927.

Memorandum No. 10.

Subject: Audels Auto Guide Books.

To: To all Organization Commanders of Motorized Units.

1. The War Department has recently made available a quantity of Audels Auto Guide Books. A number of these books have

been forwarded his organization. These books will not be invoiced but will be carried in the same status as regulations and other publications.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U. S. P. & D. O

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

November 12, 1927.

Memorandum No. 11.

Subject: Repairs and Maintenance of Individual and Organizational Equipment.

To: All Organization Commanders, Pennsylvania National Guard.

1. Attention is invited to memorandums No. 5 and 6 issued from this office under date of Sept. 16th and 28th respectively and more particularly to the addendum to these memorandums, issued from this office under date of Sept. 28th. As stated in that addendum, the major portion of these funds will lapse December 31st and, therefore, all repair and maintenance work which is needed at this time, should be immediately arranged for in accordance with instructions given in memorandums No. 5 and 6 from this office, in order that the available funds may be utilized to good advantage for the purpose intended.

2. The recent returns of unserviceable individual and Organizational property to this arsenal are considered somewhat excessive, since funds have been made available for their renovation and repair. It is believed that these returns of unserviceable property to this arsenal could be considerably reduced by the organizations, if the provisions of memorandums No. 5 and 6 were carefully followed.

3. It is, therefore, requested that requistion, for replacement equipment to be used during the coming inspection, be held to a minimum and that all articles of property be retained in service in so far as possible, if the property can be made servicable by repair or renovation.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U. S. P. & D. O

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

November 12, 1927.

Memorandum No. 12.

Subject: Disposal of Unserviceable Animals.

To: All Mounted Organizations, Pennsylvania National Guard.

1. For the information of all concerned there is quoted below letter from Corps Area Headquarters regarding the disposition of unserviceable animals:

"1. In view of the expense of maintaining animals for armory instruction it is requested that instructors assigned to mounted organizations be required to submit a report, through channels, giving organization and identifying marks, covering any animal maintained at Federal ex-

pense whose physical condition does not justify the expense of maintenance in order that all such animals may be disposed of by survey, or by withdrawal of Federal maintenance in the case of Federally accepted animals.

"2. It is further requested that the Adjutants General be advised that all such unserviceable Government-owned animals disposed of by survey may be replaced by State or organization owned or hired animals in accordance with the provisions of paragraph 22, NGR 79. In such cases the application for the Federal acceptance of the replacement should be forwarded at the same time as the survey report in order to avoid any change in caretaker allowances."

2. When an organization commander makes a Report of Survey requesting disposal of unserviceable Federal mounts or requesting for release of unserviceable State or privately owned mounts, information should be furnished as to whether the organization commander contemplates replacing the unserviceable mounts with organization owned mounts; if so, certificates required by NGR 79 should be submitted at the same time Report of Survey is forwarded. If the organizations do not have any mounts available for assignment as replacement, statement should so be made and the Adjutant General will be requested to advise whether any State owned mounts are available for assignment as replacements. If no State owned animals are available and organization mounts are not available it can only follow that if the unserviceable animals are dropped a possible reduction will be made in the caretaker's allowances if the minimum then remaining on hand comes below the requirements of NGR 79.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U. S. P. & D. O

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

November 29, 1927.

Memorandum No. 13.

Subject: Disposal of Unserviceable Animals.

To: All Mounted Organizations, Pennsylvania National Guard.

1. For the information and guidance of all concerned, there is quoted below, letter from the Corps Area Headquarters of November 18, 1927.

"In connection with letter this headquarters dated October 18, 1927, on above subject, the following letter from the Chief of the Militia Bureau is furuished you for your information.

'WAR DEPARTMENT
Office of the Chief of the Militia Bureau
Washiugton

November 12, 1927.

In reply refer
to MB—454.1-3rd C. A.-3

Subject: Transfer of suitable Regular Army horses ordered disposed of on I & I Report to the National Guard.

To: The Commanding General, Third Corps Area.

1. Reference is made to letter of this Bureau dated October 14,1927, on the subject of "Disposal of Unserviceable

Animals," in which it was requested that all Instructors on duty with mounted organizations submit a report through channels to this Bureau of all Government owned and Federalized animals in such physical condition as to be unfit for use in the armory and field training of the organization.

2. The cost of maintaining animals, amounting to a per capita cost of approximately $250.00 per year, is not the only reason for eliminating such as are unfit for the limited work required of National Guard animals in armory and field instruction. The reduced number now authorized mounted organizations makes it imperative from the standpoint of training requirements that all animals on hand be physically fit for instructional purposes.

3. As the allowance for caretakers, based on the number of animals on hand, is now reduced to the minimum it is not considered good policy to dispose of such animals as are reported by the Instructor to be physically unfit where their disposition will result in reducing the organization's allowance for caretakers. The necessity therefore exists, in such cases, to provide replacements prior to their disposal by survey.

4. As funds are not available to purchase animals for the National Guard during the current fiscal year, replacements for animals reported by Instructors as being physically unfit for training purposes must be obtained from one of the folling sources:

a. By Federalization of State or Organization-owned or hired animals under the provisions of paragraphs 24-26, NGR-79, or

b. By transfer from the Regular Army of suitable horses ordered disposed of on I & I Report as provided in Section 89, NDA, and AR 30-450.

5. As an increasing number organizations during the past year have greatly improved their training efficiency by federalizing organization-owned or hired animals, thereby replacing animals of little or no use to the organization with excellent riding or draft animals, it is believed that it will be possible in many instances to obtain replacements from this source for animals reported unfit by Instructors.

6. It will be necessary, however, to utilize all horses that may be suitable and available for transfer from the Regular Army not only to replace animals reported unfit by Instructors where it is not possible to obtain such replacements by Federalization, but also to make up existing shortages.

7. It is therefore requested that instructions be issued to all inspecting officers acting on unserviceable horses to enter a notation on the I & I Report covering such as are suitable for transfer to the National Guard. The types of horses desired are riding horses and light draft horses that are gentle, well broken and capable of performing at least two years work required in National Guard training.

8. It is requested that report be made to this Bureau of all horses recommended by the Inspector for transfer to the National Guard in accordance with the above instructions, the report to give the location, number, type (riding or light draft) age and disability. Upon receipt of this report, shipping instructions will be furnished you. Where practicable it is desirable that the horses recommended for transfer to the National Guard be inspected by an Instructor on duty with a mounted organization prior to the submission of the report by the Corps Area Commander.

9. Your cooperation and assistance in this matter will be greatly appreciated.

10. Regarding the reports submitted by Instructors, several have been received direct. These reports should be routed through the organization commander, Adjutant General and Corps Area Commander. The following action by each of these officers will assist the Bureau in its action on the reports.

a. Organization Commander.—Comment, including statement as to availability of organization-owned or hired animals in replacements of the horses reported unfit.

b. Adjutant General.—Comment, including statement regarding initiation of survey on animals reported unfit, where the disposal of same will not result in reducing caretaker allowance.

c. Corps Area Commander.—Comment, including statement as to prospect of replacements being available by transfer from Regular Army, where replacements cannot be provided by Federalization.

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.'

For the Commanding General:

T. M. SPAULDING,
Major, A. G. D.,
Asst. Adjutant General."

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U. S. P. & D. O

UNITED STATES PROPERTY AND DISBURSING OFFICER
NATIONAL GUARD OF PENNSYLVANIA
HARRISBURG, PA.

December 7, 1927.

Memorandum No. 14.

Subject: Discontinuance of Shipments to this Arsenal by Express.

To: Commanding Officers, All Pennsylvania National Guard Organizations.

1. Attention is called to the fact that many organizations have been making shipments to this Arsenal of unserviceable property by express, charges collect. There are no funds available to this Office from which these collect express charges can be settled nor is it desired that any property be shipped to this Arsenal without prior and specific authority from this office. The shipments so made to this Arsenal, express charges collect, retards acceptance of delivery from express company and causes considerable correspondence and telegarph messages incident to the collection of such charges from the consignor.

2. Attention is invited to the provisions of Circular Letter No. 6 issued from this office under date of April 6th, 1924, and which is reprinted in A. G. O. Bulletin No. 6 dated December 31st, 1925, as well as Circular Letter No. 9725-1 issued from this office under date of October 6th, 1926. In order that unnecessary correspondence may be obviated and that shipments of unserviceable property be handled to the best advantage, it is requested that the provisions of those two circular letters be complied with and that

any organization desiring to ship property to this Arsenal shall address a letter requesting authority to make such shipment and give the necessary data or information in order that Government bill of lading may be issued to cover transportation to this Arsenal.

3. If an organization desires to expedite shipment of unserviceable property to this Arsenal he shall make the same request for authority to ship the property to this Arsenal but will state in such request that he will make the shipment by express charges prepaid, and Government bill of lading will, therefore, not be necessary.

4. In any event the two points that should be strictly complied with by organizations are as follows:

(a) Do not make any shipments to this Arsenal before authority has been obtained from office of the U. S. P. & D. O.

(b) Do not make any shipments to this Arsenal charges collect.

LEO A. LUTTRINGER,
Supt. Penna. State Arsenal
Lt. Col. QMC (Penna.) U. S. P. & D. O.

By order of JOHN S. FISHER,
Governor and Commander-in-Chief,

F. D. BEARY,
The Adjutant General.

Official:

.....
Adjutant.

COMMONWEALTH OF PENNSYLVANIA,

THE ADJUTANT GENERAL'S OFFICE,

Harrisburg, Pa., *December 31, 1927.*

Bulletin No. 6

	Section
Training Memorandum No. 7—Third Corps Area—National Guard, Training Year, 1927-1928	I
Circular No. 36 B—Militia Bureau, Leases for Target Ranges	II
Circular No. 37 B—Militia Bureau, Discount Motor Parts	II
Index to Militia Bureau Circulars, 1927 Series	III

I. The following Training Memorandum of Headquarters Third Corps Area is published for information and guidance of all concerned:

HEADQUARTERS THIRD CORPS AREA

UNITED STATES ARMY

Baltimore, Maryland

December 29, 1927.

Training Memorandum No. 7.

NATIONAL GUARD, TRAINING YEAR, 1927-1928.

1. The following instructions recently issued by the Militia Bureau are communicated to the National Guard, this corps area, for its information and guidance. These instructions may be applied to the current National Guard training year to include the summer camps of 1928 where the same will not interfere with programs or schedules already approved.

a. Mobilization Plans.

(1) To be corrected annually by each company, troop, battery and detachment commander, in the armory period.

(2) To be corrected and improved annually by higher commanders and their staffs to conform to that of the next senior and to present conditions.

b. Chemical Warfare.

Greater attention should be paid to protective measures against chemical warfare. Training should be given in the employment of smoke and incendiary materials in offensive and defensive operations. Counter gas measures, such as instruction in the characteristics of chemical warfare agents and the protective measures to be taken against them, and training in the effective use of protective appliances and measures, should be stressed. Non-toxic gases may be employed in training.

c. Defense Against Low Flying Aircraft.

Ground elements should be trained in defense against low-flying aircraft. Tentative training regulations covering this subject will be issued early in the calendar year 1928. Upon receipt of these regulations this training must be stressed.

It should be borne in mind that anti-aircraft units will normally be employed in defense of critical areas and installations, and that ground troops on the march or in battle will have to rely on their own resources in defense against aerial attacks. Accordingly ground troops should be self-sustaining for this purpose. This involves proper formations and utilization of weapons to meet attacks. Formations should be adopted with combat as the primary purpose, and not passive defense; and while providing for dispersion and cover, should be such that every man of the unit will participate in the attack on the aircraft.

d. Movements by Trucks.

Where practicable troops should be trained in movements by trucks. This should include entrucking and detrucking on time schedules, simulating that the troops actually present are components of a brigade or division to be entrucked, necessitating a strict adherence to time schedules, loading and transporting troops including material and animals necessary for tactical missions upon detrucking.

e. Range Firing and Service Practice.

Paragraph 6 *c* (8) "Range firing and service practice," Training Memorandum No. 4, this headquarters, June 10, 1927, is modified to read as follows:

All organizations will be required to conduct range practice or service firing with the arms with which equipped, as follows:

Organizations armed with rifle—Course "D".

Organizations armed with pistol or revolver—Dismounted Course, *except units qualified in this course, may take the Mounted course when so authorized by the Corps Area Commander.*

Machine Gun organizations—Course "B" (Course "A" during field period for such as are qualified.)

Field and Coast Artillery—Service practice, combined in all cases with tactical exercises.

Where range facilities are available, organizations armed with the rifle, pistol or revolver will complete their range practice during the armory period. No instruction in the preparatory exercises, rifle marksmanship, *except for recruits.* will be given in the field and individuals or units which have not received such instruction, including satisfactory completion of the prescribed tests, will not be permitted to fire. Firing during the field period will be limited to instruction and record practice of such individuals as have not completed these courses on home ranges, and such combat firing as is necessary in connection with the execution of small problems.

See Militia Bureau Circular No. 28 A-16, 1927, for ammunition allowances.

2. The following is quoted as the policy governing the conduct of field training by organization and the minimum amount of time

to be devoted to command and staff training by brigade and division headquarters:

> "Field training will be conducted by the assembly of complete organizations not less than a regiment or lesser separate organization, unless rendered impracticable by lack of funds or other compelling reasons. Each headquarters, with its headquarters troops, (and Signal Company and Division Air Service with Division Headquarters) will be assembled as a unit and its own training will be the paramount consideration. When a Brigade or Division Headquarters attends field training with troops of the organization, a minimum of 20 hours Command and Staff training is required for such Headquarters."

3. About May 1, 1928, this headquarters will issue a training memorandum containing the "TRAINING PROGRAM, NATIONAL GUARD, *TRAINING YEAR, 1928-1929.*

By Command of Major General MacARTHUR:

F. L. CASE,
Lieutenant Colonel, Cavalry (DOL),
Acting Chief of Staff.

Official:

D. Y. BECKHAM,
Lieutenant Colonal, Adjutant General's Department,
Acting Adjutant General.

II. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned.

WAR DEPARTMENT

Office of the Chief of the Militia Bureau

Washington

December 27, 1927.

Circular No. 36
B

LEASES FOR TARGET RANGES.

1. In compliance with paragraph 4, NGR 69, Circular 5-B, MB, 1926, is hereby rescinded and the following published for the information and guidance of all concerned. General instructions governing target ranges are found in NGR 78.

2. LEASE OF TARGET RANGES IN GENERAL.—*a. Term of lease.*—Leases of target ranges should be made for the longest time possible and under the most favorable terms and with option for extension and purchase if such may be obtained. No lease will be authorized for a period of less than three years and it shall

not be subject to termination at the option of the lessor without the consent of the lessee. An exception to the last clause of the foregoing sentence may be authorized by the Chief, Militia Bureau, in cases where the only procurable site is land which is held for sale. In such cases the term of the lease will not be for less than three years but the lease may contain a provision that after the expiration of one year the lessor may, after thirty days' notice and only in event of a bona fide sale, termiuate the lease.

b. Forms to be used.—Leases of target ranges for the National Guard will be accomplished in quadruplicate on Militia Bureau Form No. 17 and, after approval by the Governor of the State concerned all copies will be forwarded to the Militia Bureau through the appropriate Corps Area or Department commander, accompanied by the report of the National Guard Instructor as prescribed in par. 6, NGR 78.

c. Funds for payment of rental.—Upon approval of a lease by the Chief, Militia Bureau, two copies of the lease will be returned to the State, one for the lessee and one for the lessor. One copy of the lease will be forwarded to the General Accounting Office and one copy will be filed in the Militia Bureau. A reservation of funds to cover the rental involved during the current year will then be forwarded. Payment of rental from Federal funds for subsequent periods will be contingent upon appropriation of funds for such rental in future fiscal years by Congress, and a reservation of funds for such rental will be issued at the beginning of each subsequent fiscal year.

d. Upon the expiration of the three-year leases, they may be reuewed and an amount not to exceed 30% of the three-year totals provided in NGR 78 will be authorized for rental and repairs for each subsequent year of the lease thereafter.

e. Leases should be made preferably in excess of three years, and an allowanee of not to exceed 30% of the three-year totals provided in NGR 78 will be authorized for each subsequent year thereafter for rental and repairs. It is desired that leases be made for the longest time possible, under the most favorable terms, and with option for extension and purchase if possible.

3. PREPARATION OF LEASES.—*a.* The heading of the lease will contain the name and rank of the United States Property and Disbursing Offieer for the State coneerned, as lessee.

b. Paragraph one of the lease will contain an accurate description of the premises, described by metes and bounds, or by designation of part of a Seetion, Township and range or by lot and bloek designation, if platted. The deseription should also show the county in which the land is situated.

c. If rental is to be paid other than monthly, appropriate changes will be made in paragraph two of the form.

d. Paragraph four will provide for approval by the Governor of the State for the findings of the board therein referred to. The members of the board will not be designated by name, but, in general, the lease will provide that one member of the board shall be selected by the lessor, one member by the lessee and the third member by the two thus selected.

e. Paragraph six will be properly filled in or deleted entirely.

f. Whenever the lessor is a corporation the authority of the individual to sign on behalf of such corporation will be submitted with the lease.. The usual procedure is to forward a eertified copy of the minutes of the board of direetors at whieh the person signing the lease was authorized to execute such instruments for the corporation. In such eases, the seal of the corporation must

be affixed after the signature to the lease. Whenever the lessor is a partnership, the lease should be executed under the partnership name and signed by all parties.

g. The lease will be numbered in conformity with the revised system of numbering agreements, signed by the United States Property and Disbursing Officer of the state concerned as lessee, and will be approved by the Governor of the state over his own signature.

4. EXCEPTIONAL PROJECTS.—*a.* All projects having more units and calling for a greater number of targets than listed in NGR 78, desired for installation on land leased for three or more years will be submitted separately.

b. All projects and plans for the development of target ranges on land owned, or controlled through long leases, by the Federal Government, the States or organizations, will be submitted separately, and their individual needs considered with a due regard for the number of troops to be served and the cost and permanency thereof.

c. In the larger centers of population, where suitable target range sites within reasonable distances are unavoidable or prohibitive in cost, and where sufficient units of the National Guard are stationed to justify the cost, the Militia Bureau will consider applications for lease of suitable sites at greater distances, were week-end camps may be held for target range instruction. Estimates for facilities for not to exceed one company at a time, and one wooden building for office, officers' mess and bath houses may be included in application for lease. (MB 684.1 Gen.—19).

By direction of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:
A. W. BRADBURY,
Lt. Col., Infantry,
Assistant, M. B.

WAR DEPARTMENT

Office of the Chief of the Militia Bureau

Washington

December 31, 1927.

Circular No. 37
B.

1. Manufacturers of motor vehicles used by the Army and National Guard will allow the Federal Government a discount from their regular list prices on purchases of replacement or repair parts for motor vehicles of their trade name and manufacture.

2. The name of the manufacturers, and the respective discounts are set forth below:

Manufacturer	*Trade Name*	*Discount*
Cadillac Motor Car Company	Cadillac	30 per cent
Chevrolet Motor Company	Chevrolet	25 per cent
Commerce Motor Truck Company	Commerce	30 per cent
Denby Motor Truck Corporation	Denby	15 per cent

Manufacturer	*Trade Name*	*Discount*
Dodge Brothers, Incorporated	Dodge	20 per cent
Ford Motor Company	Ford	
Purchases in any location per month less than $66.67 list prices.		20 per cent
Purchases in any location per month more than $66.66 list prices		25 per cent
Four Wheel Drive Auto Company, The	F. W. D.	25 per cent
Garford Motor Truck Company, The	Garford	
Purchases from factory f.o.b. Lima, O.		25 per cent
Purchases from factory f.o.b. destination within continental United States (Alaska and Panama Canal excluded)		15 per cent
General Motors Truck Corporation	G. M. C.	
Purchases from factory f.o.b. Pontiac, Michigan		20 per cent
Purchases from branch houses f.o.b. point of origin		15 per cent
International Motor Company	Mack	
Purchases from General Service Department f.o.b. New Brunswick or Plainfield, N. J., or Allentown, Pa.,		25 per cent
Purchases from branch houses f.o.b. point of origin		20 per cent
Kelly-Springfield Truck and Bus Corp.	Kelly-Springfield	20 per cent
Packard Motor Car Company, The	Packard	15 per cent
Pierce-Arrow Motor Car Company, The	Pierce-Arrow	20 per cent
Reo Motor Car Company	Reo	15 per cent
White Company, The	White	
Purchases subject to inspection and acceptance at point of origin		15 per cent
Purchases subject to inspection and acceptance at destination		10 per cent

3. The above discounts are available on purchases made from the manufacturer direct or through their branch offices, and are subject to change without notice. These discounts do not as a rule, apply to purchases made from dealers, garages and service stations.

4. The above information is published as a guide only, and the best possible discounts should be taken advantage of in making purchases according to the quantity and amount of funds involved. All purchases must be made to the best interests of the Government.

By order of the Secretary of War:

C. C. HAMMOND,
Major General,
Chief, Militia Bureau.

Official:

A. W. BRADBURY,
Lieut. Colonel, Inf.,
Assistant, M. B.

III. Index furnished by Militia Bureau covering Circulars issued during 1927, is published as convenience for reference.

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By order of JOHN S. FISHER,

Governor and Commander-in-Chief,
F. D. BEARY,
The Adjutant General

Official:

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Adjutant